

Maryland Student Records System Manual 2006



Maryland State Department of Education
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Section A:

Foreword



FOREWORD

Introduction

Student records provide a written picture of the academic performance of a child. Therefore, the orderly and complete maintenance of these records is necessary to ensure accurate information is available to plan for a child's education.

The Code of Maryland Regulations (COMAR) requires schools to have systems of information on enrollment, attendance, and promotion. Each local school system (LSS) may collect additional information.

The purpose of this manual is to provide instructions and sample forms to assist in the maintenance of this information. The forms were designed to incorporate all requirements necessary to earn a Maryland diploma.

Adoption

The Maryland Student Records System Manual 2006 will become effective on July 1, 2006 with the exception of:

- The SR3B card (will be retroactively effective as of the first day of the school year 2005-2006).
- The definition of "days absent" (may be retroactively effective as of the first day of the school year 2005-2006, may be implemented any time during the 2005-2006 school year, or may become effective the first day of the school year 2006-2007).

Delegation of Responsibility

The responsibilities of the local central office shall include but not be limited to the following:

- Each LSS should develop and implement procedures to ensure that these data are collected and records maintained accurately in accordance with the guidelines set forth in this manual.
- Each LSS is responsible for maintaining the confidentiality of these student records.
- Records retention and disposition procedures outlined in Section F of this manual shall be followed.

The responsibilities of the school principal shall include but not be limited to the following:

- Each principal is responsible for collecting, maintaining, and using the student record in accordance with the guidelines set forth in this manual and those developed by his/her central office.
- Each principal is responsible for adhering to the records retention and disposition procedures outlined in Section F of this manual and those procedures developed by his/her central office.
- Principals should acquaint themselves with the student records system, provide leadership to their staff on its implementation, and periodically check the system's operation.
- Each principal is responsible for maintaining the confidentiality of these student records.

Confidentiality of Individual Student Records

All student records are to be maintained in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, and its implementing regulations, 34 C.F.R. pt. 99; the Individuals with Disabilities Education Act, 20 U.S.C. §1400 *et seq.*, and its implementing regulations, 34 C.F.R. §§300.561 – 300.576; No Child Left Behind Act of 2001, and the Code of Maryland Regulations 13A.08.02, Student Records.

Reference to State Laws and Regulations

All records are to be maintained in accordance with the following:

Annotated Code of Maryland Education Article, 2-205(o)

Code of Maryland Regulations

13A.08.01.03	Lawful Absence
13A.08.01.04	Unlawful Absence
13A.08.01.07	Student Withdrawal Status
13A.08.02.09	Content of Records
13A.08.02.27	Local Records Policies Requirements
13A.08.02.28	Education and Health Records
13A.06.02	Prekindergarten Program
13A.08.01.01	Attendance
13A.08.01.02	Age for School Attendance
13A.02.06	General Financial Aid
13A.03.01.03	Competency Requirements for Graduation
13A.08.01.20	Unsafe School Transfer Option
13A.01.04.07	School Improvement, Corrective Action and Restructuring
13A.05.09.03	Homeless Students
13A.05.05 -.07A	Physical Exam
10.06.04.00	Immunizations
Annotated Code 7-401.1 Blood Lead	
10.11.04.05	Lead Poisoning Screening Program
10.06.04	School Health Services and Required Immunizations Before Entry Into School
13A.05.05.07A	School Health Services Standards for All Students

Section B:

Student Record Cards Elements



Characteristics of the Student Record Cards

The Student Record (SR) Cards listed below comprise a system for keeping student records. All of the data elements contained on the cards are required, but the actual formatted cards are not mandatory, except for SR Card 7.

<u>SR Card</u>	<u>Type of Data</u>
1	Personal Data, Student's School Attendance Data
2	Annual Performance, Data Summary Prek-8
3	Annual Secondary School Performance, Data Summary 9-12
3A	Supplemental (Optional)
3B	High School Assessment Performance Data
4	State Mandated and Local School System Testing
5	Health Screening
7	Maryland Student Withdrawal/Transfer Record

These instructions are written to help individuals record pertinent information in a uniform manner throughout the State. For each item on the cards, definitions appear so that like data are recorded for all students; where appropriate, codes are listed.

While the state minimum standard does not prescribe a definite format for all types of data (as the cards listed above), it is a requirement that the records of any student who transfers out of a local school system (LSS) must be transmitted to the receiving LSS in such a manner that data elements, as called for on specific cards, will be on those respective cards. Repetitive information in the headings of the SR cards may be preprinted in order that this information will be readily available to those who maintain the records.

A LSS is free to expand its Student Record Cards to include more than the required student information items. For various reasons, LSSs may wish to collect and use data that are much more detailed. The state minimum standards are not intended to restrict the kinds or the amount of data that may be included on the Student Record Cards. However, items included in the state minimum standards are to be collected, maintained, and used according to the instructions in this manual.

The Student Record System must be used to initiate student records for each student entering Maryland public schools. Each LSS and/or school is responsible for obtaining the required information in a manner that is most suitable to its own situation. The information that is recorded will be kept as a permanent record of the student and, therefore, must be accurate, readable, and current. Care should be taken to avoid the possibility of invading the privacy of both students and parents or guardian. Personal information needed from a parent should be obtained at the time of the registration interview. If it is not obtained at this time, personal information should be obtained in a later conference with the parent(s) or guardian(s).

The responsibility of the principal for collecting, maintaining, using the student record information cannot be overstated. Principals should acquaint themselves with the system, provide leadership to their staff in its implementation, and carefully check the system's operation periodically.

Student Record Card Data Elements
Personal Data
SR Card 1, Side 1

STUDENT RECORD CARD 1 SIDE 1 Maryland State Department of Education
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Side 1 of Student Record Card 1 is used for personal data for ALL students entering the public schools of Maryland regardless of age. The student's identifying information may be handwritten, or computerized labels may be affixed over the printed area. If handwritten, only the printed data elements need to be entered; if labels are used, additional data elements may be given.

The race/ethnicity and sex of student codes are printed on the card for convenience to the user. A check mark may be placed next to the appropriate boxes to indicate the correct information. The numbers represent the code numbers that must be used when reporting data to the Maryland State Department of Education.

Use block 1 for the student's address at the time Card 1 is originated. Subsequent addresses should be entered in corresponding blocks.

<u>Data Element</u>	<u>Item Code</u>	<u>Description</u>
Legal Name	Last	Full legal name in the order requested
	First	
	Middle	
	Suffix	
		Suffix (Example: JR., III, etc.)
ID Number		The number will be defined and assigned by the LSS as a unique identifier for each student enrolled. The number can be any combination of letters and numbers but should be no more than 10 characters in length. <u><i>(If a student transfers to another school within your jurisdiction, the student identification number must remain the same.)</i></u>
Birth Date	Month	Must be numeric in eight (8) digits (Example: 01/27/1990)
	Day	
	Year	
Race/Ethnicity		Racial/ethnic designation used by the Office for Civil Rights. A student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging to. However, no person should be counted in more than one category.

Student Record Card Data Elements
Personal Data
SR Card 1, Side 1

STUDENT RECORD CARD 1 SIDE 1 Maryland State Department of Education
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<u>Data Element</u>	<u>Item Code</u>	<u>Description</u>
	1-American Indian or Alaskan Native	A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
	2-Asian/Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
	3-African American	A person having origins in any of the black racial groups in Africa.
	4-White	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East
	5-Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
Date	Month/Day/Year	Manual entry: date when information is entered on the card or when the label is generated. Example: 09/04/2004
Student Address		The number of the residence, name of the street, town, or city, state, and zip code where the student resides.
Phone		A working phone number for the parent/guardian / responsible adult (home, cell, or work)
Adult Responsible for Student at Student's Address	Last First Middle Init.	The name of the adult responsible for the student at the household in which the student resides.
Relationship		Natural father or mother, stepfather or stepmother to student, guardian, foster father or mother, court-appointed advocate or attorney, etc.

Student Record Card Data Elements
Personal Data
SR Card 1, Side 1

STUDENT RECORD CARD 1 SIDE 1 Maryland State Department of Education
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<u>Data Element</u>	<u>Item Code</u>	<u>Description</u>
Parent/Guardian	Last First Middle Init.	Name of the adult legally responsible for the student if different from the person listed as responsible adult at student's address (e.g., surrogate parent, relative, etc.)
Relationship		Natural father or mother, stepfather or stepmother to student or, guardian, foster father or mother, etc.
Address of Guardian		Address if different from student's residence address.
Proof of Residency		Proof of residency is required to officially register/enroll a child. Proof of residency is established by the local jurisdiction procedure and may include deed, lease, utility bill, affidavit, etc.
Gender of Student	1-Male 2-Female	
Evidence of Birth	1-Birth Certificate 2-Passport/Visa 3-Physician's Certificate 4-Baptismal or Church Certification 5-Hospital Certificate 6-Parent's Affidavit 7-Birth Registration 8-Other	Document presented as evidence of date of birth. The type of document presented as evidence of birth must be noted on the student personal data card (SR Card 1 or its equivalent alternative form.) Specify type of evidence of birth used.
Evidence of Birth Verified		The person who sees proof of birth information must note his/her name, position, date, and check the appropriate document provided as proof of birth.
F1 Immigration Status		Status to be recorded for secondary students only.

Student Record Card Data Elements
Student's School Attendance Data
SR Card 1, Side 2

STUDENT RECORD CARD 1 SIDE 2 Maryland State Department of Education
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Side 2 of Student Record Card 1 is used for recording attendance for all students enrolled in the public schools of Maryland beginning with prekindergarten. The student's identifying information may be handwritten or computerized labels may be affixed over the printed area. If handwritten, only the printed data elements need to be entered; if labels are used, additional data elements may be given.

The attendance data entries may be either handwritten or printed on computerized labels. The print on computerized labels should line up with the column headings.

A full line of entries must be completed, each time the student changes schools; e.g., even though the student transfers within the LSS. Attendance data must be recorded by the sending school.

Codes printed in the lower portion of the card are for the user's convenience.

<u>Data Element</u>	<u>Item Code</u>	<u>Description</u>
Legal Name	Last	Full legal name in the order requested.
	First	
	Middle	
	Suffix	
ID Number		Suffix (Example : JR., III, etc.)
		The number will be defined and assigned by the LSS as a unique identifier for each student enrolled. The number can be any combination of letters and numbers but should be no more than 10 characters in length. <u>(If a student transfers to another school within your jurisdiction, the student identification number must remain the same.)</u>
Birth Date	Month	Must be numeric in eight (8) digits Example: 01/27/2004
	Day	
	Year	
Year		The regular August/September-June school year

Student Record Card Data Elements
Student's School Attendance Data
SR Card 1, Side 2

STUDENT RECORD CARD 1 SIDE 2 Maryland State Department of Education
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<u>Data Element</u>	<u>Item Code</u>	<u>Description</u>
Grade	96 Under age 1 95 Prek, age 1 94 Prek, age 2 93 Prek, age 3 92 Prek, age 4 91 Kgn, age 5 01-12 Grades	The two-digit number of the grade in which the student is placed. Age of prekindergarten child on or before September 1 as of 2005-2006 of the school year or kindergarten child 2006-2007 and beyond. Codes 94-96 are optional. Code 92 must be used if grouping ages 0 through 4.
LSS		The two-digit number to identify the LSS in which the student is enrolled.
School Number		The number of the school in which the student is enrolled. School numbers are assigned by each LSS and reported to the Maryland State Department of Education.
School Name		The official name of the school in which the student is enrolled.
Days Absent		Each line should reflect the aggregate number of days the student was absent from each school during the school year, to the nearest half-day. If a student attends different schools during the year, the attendance at each school should be noted.
Days Present		Each line should reflect the aggregate number of days the student was in attendance at each school during the school year, to the nearest half-day. If a student attends different schools during the year, the attendance at each school should be noted.

Student Record Card Data Elements
Student's School Attendance Data
SR Card 1, Side 2

STUDENT RECORD CARD 1 SIDE 2 Maryland State Department of Education
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<u>Data Element</u>	<u>Item Code</u>	<u>Description</u>
Entry Code		The letter corresponding to the entry status and the code number as defined on pages C-6 and C-8 of this manual which best describes the type of entry. If a student attends different schools during the year, the entry code at each school should be noted.
Entry Date		The date on which the student first enrolled. If a student attends different schools during the year, the entry date at each school should be noted. (Example: 01/01/2004)
Withdrawal/Completion Code		The letter corresponding to the withdrawal status and the code number as defined on pages C-9 through C-11 of this manual which best describes the type of withdrawal. If a student attends different schools during the year, the withdrawal code at each school should be noted.
Withdrawal/Completion Date		The date of withdrawal as defined on page C-11 of this manual. If a student attends different schools during the year, the withdrawal date at each school should be noted.

Records Retention - This card must be retained permanently.

Student Record Card Data Elements
Annual School Performance
Data Summary Prek-8
SR Card 2, Side 1

STUDENT RECORD CARD 2 SIDE 1 Maryland State Department of Education
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Side 1 of Student Record Card 2 must be used for recording performance data for all elementary grade levels, prekindergarten through grade five, with optional use through grade 8. Maintenance of this record must begin when a child who is receiving any services becomes age 3. For students with disabilities attending nonpublic special education programs at public cost, this record must be maintained and updated annually. The LSS may elect to begin recording information for children younger than age 3.

The student's identifying information may be handwritten or computerized labels may be affixed over the printed area. If handwritten, only the printed data elements need to be entered; if labels are used, additional data elements may be given.

The recording of summer school records is the responsibility of the school in which the pupil is enrolled for the regular session immediately following the summer session.

<u>Data Element</u>	<u>Item/Code</u>	<u>Description</u>
Legal Name	Last First Middle Suffix	Full legal name in the order requested. Suffix (Example : JR., III, etc.)
ID Number		The number will be defined and assigned by the LSS as a unique identifier for each student enrolled. The number can be any combination of letters and numbers but should be no more than 10 characters in length. <u><i>(If a student transfers to another school within your jurisdiction, the student identification number must remain the same.)</i></u>
Birth Date	Month Day Year	Must be numeric in eight (8) digits (Example: 01/27/1990)
School Year		The regular August/September-June school year. As an example, the school year ending June 2001 would be recorded as 2000-01. For students with disabilities, the school year is within the same time frame of July 1 – June 30 and is to be consistent with the Individualized Education Program (IEP).
School Name		The official name of the school in which the student is enrolled.

Student Record Card Data Elements
Annual School Performance
Data Summary Prek-8
SR Card 2, Side 1

STUDENT RECORD CARD 2 SIDE 1 Maryland State Department of Education
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<u>Data Element</u>	<u>Item/Code</u>	<u>Description</u>
Grade	96 Under age 1 95 Prek, age 1 94 Prek, age 2 93 Prek, age 3 92 Prek, age 4 91 Kdgn, age 5 01-12 Grades	The two-digit number of the grade in which the student is placed. Age of prekindergarten child on or before September 1 as of 2005-2006 or kindergarten child as of the school year 2006-2007 and beyond. Codes 94-96 are optional. Code 92 must be used if grouping ages 0 through 4.
Grades 1 through 5 Subjects		For each subject, indicate the progress the student made in the subject and/or the subdivisions of the subject. While each local unit will determine the method and detail with which this is to be done, more than a text title and grade should be noted. This year-end summary of performance is to be repeated each year, thus providing a cumulative record of the student's progress in each subject for the number of years provided for by the record format being used. If the student transfers outside of the school system, an interpretation of the method of marking should be included with the student's records.

Student Record Card Data Elements
Annual School Performance
Data Summary Prek-8
SR Card 2, Side 1

STUDENT RECORD CARD 2 SIDE 1 Maryland State Department of Education
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<u>Data Element</u>	<u>Item/Code</u>	<u>Description</u>
Promoted/Not Promoted	Promoted - P Not Promoted - N	Advanced from one grade to a higher level, may be accelerated. Mark "P" each year student is advanced. Mark "N" each year the student is not advanced to the next higher grade.

Early Learning Outcomes Kindergarten:

Ratings: These ratings reflect performance as determined by teacher observation as documented by student work using the indicators of learning from the work sampling system (WSS) for the first grading period in kindergarten (November).

- **Proficient (P)** – child can reliably demonstrate indicators with the domain
- **In Process (IP)** – child demonstrates indicators with the domain intermittently
- **Needs Development (ND)** – child cannot demonstrate indicators with the domain

Indicate **P**, **IP**, or **ND** for each domain

Physical Development	Physical well-being means that basic needs are met in terms of health and nutrition: -Performs self-care tasks competently -Shows interest in health and safety issues
Personal and Social Development	Personal and social development relates to skills and behaviors regarding children's sense of responsibility to themselves and others and social competence by interacting with others and making appropriate decisions.
Language and Literacy	Language and literacy includes skills in understanding and conveying meaning by listening, speaking, reading, and writing by applying them in learning and everyday communication.
Mathematical Thinking	Mathematical thinking includes skills related to mathematical concepts such as patterns, numbers, relationships, and seeking multiple solutions to problems.

Early Learning Outcomes Kindergarten (cont.):

Scientific Thinking

Scientific thinking relates to skills and knowledge regarding scientific inquiry in the physical and the life sciences.

Social Studies

Social studies encompasses knowledge about present day and historic topics, human interdependence, and the relationship between people and their environments.

Fine Arts

Fine Arts includes cognitive and affective behaviors and skills related to dance, theater, music, and the visual arts.

Home/Informal Care

Information provided by parents during registration. Children cared for exclusively at home or by a relative.

Early Care and Education Experience Predominant Care

Information provided by parents during registration.

Head Start
Prekindergarten
Child Care Center
Family Child Care
Parents as Teachers
Non-public Nursery Schools
Home/Informal Care
Even Start
HIPPY
Kindergarten (repeated)

In what kind of care did the child spend most of the time since September of the previous year (e.g. for 2005-06 the time frame refers to September 2004).

Additional Care and Supplemental Service

Information provided by parents during registration. Has the child had any other type of early care and education experiences since the previous September in addition to the ones above or received the following services?

Family Child Center
Prekindergarten
Head Start
Non-public Nursery School
Home Instruction for Parents of Preschool Youngsters (HIPPY)
Even Start
Parents as Teachers
Preschool Special Education
Others not listed

Student Record Card Data Elements
Annual School Performance
Data Summary Grades 6-8
SR Card 2, Side 2

STUDENT RECORD CARD 2 SIDE 2 Maryland State Department of Education
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SR Card 2, Side 2 is used by all middle schools that include grades 6 through 8. The student's identifying information may be handwritten or computerized labels may be affixed over the printed area. If hand or type written, only the printed data elements need to be entered; if labels are used, additional data elements may be given.

The recording of summer school records is the responsibility of the school in which the pupil is enrolled for the regular session immediately following the summer session.

<u>Data Element</u>	<u>Item/Code</u>	<u>Description</u>
Legal Name	Last First Middle Suffix	Full legal name in the order requested. Suffix (e.g., JR., III, etc.)
ID Number		The number will be defined and assigned by the local education agency as a unique identifier for each student enrolled. The number can be any combination of letters and numbers but should be no more that 10 characters in length. <u><i>(If a student transfers to another school within your jurisdiction, the student identification number must remain the same.)</i></u>
Birth Date	Month, Day Year	Must be numeric in eight (8) digits Example: 01/27/1990.
School Year		The regular August/September-June school year. As an example the school year ending June 2001 would be recorded as 2000-01. For students with disabilities, the school year is defined as July 1 – June 30 annually.
School Name		The official name of the school in which the student is enrolled.
Grade Level		The two-digit number of the grade in which the student is placed.
Subject		List the titles of the subjects the student is taking.

Student Record Card Data Elements
Annual School Performance
Data Summary Grades 6-8
SR Card 2, Side 2

STUDENT RECORD CARD 2 SIDE 2 Maryland State Department of Education
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<u>Data Element</u>	<u>Item/Code</u>	<u>Description</u>
Final Grade		The cumulative mark the student earned while enrolled in each subject. For two-semester subjects, the average of the first and second semester marks must be given. For one-semester subjects, the final mark would be the same as a semester mark. (<u>LSS published grading policy, if different from above.</u>)
Credits Earned		The number of credits earned in each subject.
Service Learning Hours		Record all hours earned in grades 6 through 8. Should be recorded annually as earned.
High School Credit Courses		If system awards credit in middle school, designate the courses and the associated high school assessment in this box.
Special Services K-12	English Language Learners (ELL) Title I Special Education 504 Plan	If a student receives any of the services listed in this section, enter the school year the services were rendered and check services that were provided, including all years in attendance.

Records Retention - This card must be retained until the student is 21 years of age.

Student Record Card Data Elements
Annual Secondary School Performance
Data Summary 9-12
SR Card 3, Side 1

STUDENT RECORD CARD 3 SIDE 1 Maryland State Department of Education
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Side 1 of Student Record Card 3 must be used for grades 9-12. Computerized subject/grade/credit labels may be used in lieu of hand or type written subject data. The student's identifying information may be handwritten or computerized labels may be affixed over the printed area. If handwritten, only the printed data elements need to be entered; if labels are used, additional data elements may be given.

The recording of summer school records is the responsibility of the school in which the student is enrolled for the regular session immediately following the summer sessions. Credits earned in the summer sessions should be recorded in the space provided for regular sessions. If the student is attending evening high school at a school other than where he is enrolled in day school, the latter school should maintain the evening high school records.

<u>Data Element</u>	<u>Item/Code</u>	<u>Description</u>
Legal Name	Last	Full legal name in the order requested.
	First	
	Middle	
	Suffix	
ID Number		Suffix (e.g., JR., III, etc.)
		The number will be defined and assigned by the LSS as a unique identifier for each student enrolled. The number can be any combination of letters and numbers but should be no more than 10 characters in length. <u><i>(If a student transfers to another school within your jurisdiction, the student identification number must remain the same.)</i></u>
Birth Date	Month	Must be numeric in eight (8) digits. Example: 01/27/1990.
	Day	
	Year	
Graduation Credit Requirements		A credit means the successful demonstration of a specified unit of study. Credits should be entered annually. At the time a student completes his/her program, the credit earned in each subject field should be recorded in the column headed <u>Total</u> . Include other credits with the credits earned during the regular session. (Example, 10th grade English credit earned in summer school should be recorded with other credits in 10th grade.) Evening high school credits should also be included with the grade level in which it is earned. Record credits earned in middle school.

Student Record Card Data Elements
Annual Secondary School Performance
Data Summary 9-12
SR Card 3, Side 1

STUDENT RECORD CARD 3 SIDE 1 Maryland State Department of Education
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<u>Data Element</u>	<u>Item/Code</u>	<u>Description</u>
Service Learning Hours		Record all hours earned. Hours should be recorded annually as earned. All hours earned prior to grade 8 should be included in the grade 8 column.
GPA		Optional use by the LSS to record the final Grade Point Average (GPA) of graduates.
Class Rank		Optional use by the LSS to record the graduate's standing in his/her graduating class.
Year		The regular August/September-June school year. An example, the school year ending June 2001 would be recorded as 2000-01.
School Name		The official name of the school in which the student is enrolled.
Grade Level	07-12	The two-digit number of the grade in which the student is placed.
Subject		List all courses in which the student was enrolled, whether passed or failed.
Final Grade		The cumulative mark the student earned while enrolled in each subject. (<u>LSS published grading policy, if different from above.</u>)
Credit Earned		The number of credits earned in each subject.

Student Record Card Data Elements
Annual Secondary School Performance
Data Summary 9-12
SR Card 3, Side 2

STUDENT RECORD CARD 3 SIDE 2 Maryland State Department of Education
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Side 2 of Student Record Card 3 is designed to record secondary school performance data. Computerized subject/grade/credit reports may be used in lieu of hand/type written data.

The student's identifying information may be hand or type written, or computerized labels may be affixed over the printed area. If handwritten, only the printed data elements need to be entered; if labels are used, additional data elements may be given. The recording of summer school records is the responsibility of the school in which the student is enrolled for the regular sessions immediately following the summer session.

If the student is attending evening high school at a school other than where he is enrolled in day school, the day school should maintain the evening high school records.

<u>Data Element</u>	<u>Item/Code</u>	<u>Description</u>
Legal Name	Last	Full legal name in the order requested.
	First	
	Middle	
	Suffix	
ID Number		The number will be defined and assigned by the local education agency as a unique identifier for each student enrolled. The number can be any combination of letters and numbers but should be no more than 10 characters in length. <u><i>(If a student transfers to another school within your jurisdiction, the student identification number must remain the same.)</i></u>
Birth Date	Month	Must be numeric in eight (8) digits Example: 01/27/1990.
	Day	
	Year	
Maryland Assessment Test Results		Indicate with a <input checked="" type="checkbox"/> when Maryland School Assessment (MSA) and High School Assessments (HSA) graduation requirement is met.* Record highest score. Attach a final LSS label if available. <small>*Other HSA labels are to be placed on the SR 3B.</small>
Alt HSA Test Results		Alternative test results that are approved by the State Board and fulfill the graduation requirements.

Student Record Card Data Elements
Annual Secondary School Performance
Data Summary 9-12
SR Card 3, Side 2

STUDENT RECORD CARD 3 SIDE 2 Maryland State Department of Education
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Middle School Credit

List only those middle school courses completed for which credit was earned. If LSS does not award middle school credit, this does have to be included.

Certification of Graduation

Diploma

Place a check mark in the box if the student received a diploma.

Date of Completion

The date that appears on the diploma or certificate that the student receives.

School Name

The official name of the school from which the student received a diploma or certificate.

School Address

The mailing address of the above school from which the student received a diploma or certificate.

Phone Number

The telephone number of the school.

Signature of Principals

The signature of the principal, or designee, of the school from which the student received a diploma or certificate.

Date

Month, day, and year that the principal or designee signs SR Card 3, Side 1.

Exit Document

For students with disabilities the exit document must be retained with the education records.

Records Retention - This card must be retained permanently.

Student Record Card Data Elements
Annual Secondary School Performance
Data Summary 9-12
Supplemental (Optional) Card
SR Card 3A, Side 1

STUDENT RECORD CARD 3A SIDE 1 Maryland State Department of Education
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Side 1 of Student Record Card 3A Supplemental Card is designed to record additional secondary school performance data taken in grades 7 – 12 not recorded on the SR 3.

Student Record Card Data Elements
Annual Secondary School Performance
Data Summary 9-12
Supplemental Card
SR Card 3A, Side 2

STUDENT RECORD CARD 3A SIDE 2 Maryland State Department of Education

Side 2 of Student Record Card 3A is designed to record other test results that may be part of a student's high school record for post-secondary education, but are not officially part of the Student Record Card 3 and 4.

Records Retention - This card must be retained until the student is age 21.

Student Record Card Data Elements
Annual Secondary School Performance
Data Summary 9-12
Supplemental Card
SR Card 3B, Side 1 & 2

STUDENT RECORD CARD 3B SIDE 1&2 Maryland State Department of Education

Side 1 and Side 2 of Student Record Card 3B High School Assessment Performance Data is designed to record school performance data. Actual labels must be affixed to the card. This card will be retained until age 21 and will reflect all High School Assessments taken.

All local school systems shall use the SR3B card beginning in the 2005-2006 school year.

Records Retention – This card must be retained until age 21.

Student Record Card Data Elements
State Mandated Testing
SR Card 4, Side 1

STUDENT RECORD CARD 4 SIDE 1 Maryland State Department of Education
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Side 1 of Student Record Card 4 is designed for maintaining a record of a student's State mandated test results. The student's identifying information may be hand or type written or computerized labels may be affixed over the printed area. If hand or type written, only the printed data elements need to be entered; if labels are used, additional data elements may be given.

Computerized labels may also be used to record the test results. All data elements on this side of Card 4 are required and should be completed.

<u>Data Element</u>	<u>Item/Code</u>	<u>Description</u>
Legal Name	Last	Full legal name in the order requested.
	First	
	Middle	
	Suffix	Suffix (e.g., JR., III, etc.)
ID Number		The number will be defined and assigned by the LSS as a unique identifier for each student enrolled. The number can be any combination of letters and numbers but should be no more than 10 characters in length. <u><i>(If a student transfers to another school within your jurisdiction, the student identification number must remain the same.)</i></u>
Birth Date	Month	Must be numeric in eight (8) digits Example: 01/27/1990.
	Day	
	Year	
MSA and Alt MSA		All Maryland School Assessments (MSA) and Alt MSA taken that are not required for graduation are to be recorded in this space, including Alt-MSA, and Mod-HSA.

Student Record Card Data Elements
Local School System Testing
SR Card 4, Side 2

STUDENT RECORD CARD 4 SIDE 2 Maryland State Department of Education
--

Side 2 of Student Record Card 4 should be used for recording test information related to results of testing approved by the LSS. The student's identifying information may be hand or type written or computerized labels may be affixed over the printed area. If hand or type written, only the printed data elements need to be entered; if labels are used, additional data elements may be given. All students with disabilities must participate in all statewide and local testing/assessments.

Computerized labels may also be used to record the test results. All data elements on this side of Card 4 are required and should be completed.

<u>Data Element</u>	<u>Item/Code</u>	<u>Description</u>
Legal Name	Last	Full legal name in the order requested.
	First	
	Middle	
	Suffix	
ID Number		Suffix (e.g., JR., III, etc.)
		The number will be defined and assigned by the LSS as a unique identifier for each student enrolled. The number can be any combination of letters and numbers but should be no more than 10 characters in length. <u><i>(If a student transfers to another school within your jurisdiction, the student identification number must remain the same.)</i></u>
Birth Date	Month	Must be numeric in eight (8) digits Example: 01/27/1990.
	Day	
	Year	

NOTE: Additional data elements for each locally mandated test should include the following:

- 1) Name of the test
- 2) Date(s) of testing
- 3) Grade of enrollment at time of testing
- 4) Scores for specific content area and overall scores must be recorded as appropriate
- 5) Scores for student with disabilities

Records Retention - This card must be retained until the student is age 21.

Student Record Card Data Elements
Health Screening
SR Card 5, Side 1

STUDENT RECORD CARD 5 SIDE 1 Maryland State Department of Education
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Side 1 of Student Record Card 5 is designed for recording health information concerning the student. The student's identifying information may be handwritten or computerized labels may be affixed over the printed area. If handwritten, only the printed data elements need to be entered; if labels are used, additional data elements may be given. Data elements are required and should be completed using the following definitions/explanations. Pay special attention to the "comments."

<u>Data Element</u>	<u>Item/Code</u>	<u>Required/ Optional</u>	<u>Description</u>
Legal Name	Last First Middle Suffix	Required	Full legal name in the order requested. Suffix (e.g., JR., III, etc.)
ID Number		Required	The number will be defined and assigned by the LSS as a unique identifier for each student enrolled. The number can be any combination of letters and numbers but should be no more than 10 characters in length. <u><i>(If a student transfers to another school within your jurisdiction, the student identification number must remain the same.)</i></u>
Birth Date	Month Day Year	Required	Must be numeric in eight (8) digits Example: 01/27/1990.
Identified Health Concerns		Optional	Describe the chronic health concern.
Allergic to:		Optional	Describe any life threatening allergies.
504 Plan		Optional	Check the box if the student has a written 504 accommodation plan.
IEP (Individualized Education Programs)		Optional	Check the box if the student has a written IEP.
Type of Screening			
Vision		Required	A means of identifying students with certain vision difficulties. <i>See MD Code Annotated, Educ. §7-404.</i>
Hearing		Required	A means of identifying students with deficits of auditory sensitivity. <i>See MD Code Annotated, Educ. §7-404.</i>

Student Record Card Data Elements
Health Screening
SR Card 5, Side 1

STUDENT RECORD CARD 5 SIDE 1 Maryland State Department of Education
--

<u>Data Element</u>	<u>Item/Code</u>	<u>Required/ Optional</u>	<u>Description</u>
Grade Level	96 Under age 1 95 Prek, age 1 94 Prek, age 2 93 Prek, age 3 92 Prek, age 4 91 Kdgn 01-12 Grades	Optional	The two-digit number of the grade in which the student was performing when the screening took place.
Pass/Fail	P or F	Required	Mark an X in the appropriate box to indicate the pass or fail status of the screening test, and place a P or F in the appropriate box for muscle balance and color.
Parent Notified	Date	Required	Parents must be notified <u>only</u> if student failed the screening process.
Vision Screen Results R/L with or without glasses Muscle Balance Color		Optional	Specific information regarding the vision screening may be recorded.
Hearing Screening Results Right or Left Ear		Optional	Specific information regarding the hearing screening may be recorded.
Comments about Screening		Optional	Record unusual action or condition of the student during the screening; e.g., crying, restlessness, coughing due to cold, uncooperative behavior, or inattentiveness. Notations regarding parental contact may also be noted here.

Student Record Card Data Elements
Health Screening
SR Card 5, Side 1

STUDENT RECORD CARD 5 SIDE 1 Maryland State Department of Education
--

<u>Data Element</u>	<u>Item/Code</u>	<u>Required/ Optional</u>	<u>Description</u>
Other information that may be included:			
Routine Physical		Optional	A physical examination for general health purposes.
Routine Dental		Optional	A routine dental examination or screening.
Other Health Tests/ Evaluations			
Physical for Sports Participation		Optional	A physical examination required by the school system, State, or institution for students participating in sports activities in the physical education program and/or interscholastic sports.
Psychological/Psychiatric		Optional	Testing and/or observation of a student performed by a psychologist or psychiatrist.
Speech		Optional	A means of identifying students with communicative problems.

Student Record Card Data Elements
Health Screening, Examinations, and Evaluations
SR Card 5, Side 2

STUDENT RECORD CARD 5 SIDE 2 Maryland State Department of Education
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Side 2 of Student Record Card 5 is used for recording additional comments relative to the student's health. The student's identifying information may be handwritten or computerized labels may be affixed over the printed area. If handwritten, only the printed data elements need to be entered; if labels are used, additional data elements may be given.

<u>Data Element</u>	<u>Item/Code</u>	<u>Required/ Optional</u>	<u>Description</u>
Legal Name	Last First Middle Suffix	Required	Full legal name in the order requested. Suffix (e.g., JR., III, etc.)
ID Number		Required	The number will be defined and assigned by the LSS as a unique identifier for each student enrolled. The number can be any combination of letters and numbers but should be no more than 10 characters in length. <u><i>(If a student transfers to another school within your jurisdiction, the student identification number must remain the same.)</i></u>
Birth Date	Month Day Year	Required	Must be numeric in eight (8) digits Example: 01/27/1990.
Date	Month/Day/ Year	Required	The date, in eight (8) digits that comments were entered on the card. Example: 01/08/1999
Grade Level	96 Under age 1 95 Prek, age 1 94 Prek, age 2 93 Prek, age 3 92 Prek, age 4 91 Kdgn, age 5 01-12	Optional	The two-digit number of the grade in which the student was performing when the screening took place
Comments		Optional	An indication as to whether or not the student was seen by the agency or person to whom referred, and the nature of any action taken by the person or agency to whom referral was made. Only authorized school personnel should make these comments.
Name and Title		Required if Written	The name and title of the authorized school staff member making the comments.

Student Record Card Data Element
Maryland Student Withdrawal/Transfer Record
SR Card 7

Student Record Card 7 is to be completed for the current school year by the sending school and transferred immediately by parent, fax, electronically, or mail to the receiving school of the transferring student. It must be used for all students transferring between LSSs in Maryland, and may be used for any transfer, such as to a public school within the same LSS, to a nonpublic school, or to an out-of-state school.

<u>Element</u>	<u>Item/Code</u>	<u>Definition/Explanation</u>
Name and Address-Sending School		Complete name and address by which the school can be reached by mail.
School Office Phone Number		Area code plus seven-digit telephone number of the sending school office and/or guidance office.
Fax		Fax number including the area code.
Student's Legal Name	Last First Middle Suffix	Full legal name in the order requested. Suffix (e.g., JR., III, etc.)
Student ID Number		The number will be defined and assigned by the LSS as a unique identifier for each student enrolled. The number can be any combination of letters and numbers but should be no more than 10 characters in length. <u><i>(If a student transfers to another school within your jurisdiction, the student identification number must remain the same.)</i></u>
Parent/Guardian, Name, Relationship to Student		The name and relationship recorded on SR Card 1, Side 1, Personal Data.
Birth Date	Month Day Year	Must be numeric in eight (8) digits Example: 01/27/1990. As recorded on the student's permanent record.
Date of Withdrawal		Date student withdrew from the sending school.
Grade in School		The grade in which the student is currently placed should be recorded.

Student Record Card Data Element
Maryland Student Withdrawal/Transfer Record
SR Card 7

STUDENT RECORD CARD 7 Maryland State Department of Education

<u>Element</u>	<u>Item/Code</u>	<u>Definition/Explanation</u>
Immunizations		A copy of Department of Health and Mental Hygiene (DHMH) 896 or a printed or a computer-generated form from a health clinic must be attached. (www.edcp.org/pdf/DHMH96new.pdf)
Blood Lead Screening		The DHMH Lead Certificate or DHR/CCA 1215-A
Physical Exam		The DHMH/MSDE <i>Record of Physical Examination</i>
Questions		Check the appropriate "Yes/No" answers and attached required copies.
Supplemental Services		Describe any additional services not covered in the "questions" area.
Subject		Subjects the student is currently taking. If a student is taking more than one course in a subject, enter each additional course/subject in the space provided.
Elementary		The title of the text for each subject the student is taking and, when appropriate, the level of the text. Enter text, title, and level
Secondary		The title of all the courses the student is taking. Enter course title.
Grades		As noted, the student's report card may be attached; if not, give the grade for each subject. If scale is other than A for high, E-F for failing, provide your school's scale.
Comments		Describe modifications and/or resources needed to facilitate the initial instructional placement of the student.
Student Status		Indicate disciplinary status, if applicable, for students NOT attending school for disciplinary reasons (e.g., suspension, extended suspension, expulsion, etc.)

Student Record Card Data Element
Maryland Student Withdrawal/Transfer Record
SR Card 7

STUDENT RECORD CARD 7 Maryland State Department of Education

<u>Element</u>	<u>Item/Code</u>	<u>Definition/Explanation</u>
Current School Year Attendance Days Present		The total days attended school during the current August/September-to-June reporting period.
Days Absent		The total days not attending school during the current August/September-to-June reporting period.
Graduation Requirements		Check the requirements the student has completed. Record the number of Service Learning Hours completed.
Contact Person		School person designated to provide additional information about the student.
Certifying Signature		The school principal, or his/her designee, should sign the card, and give title and date.
Records Retention - This card must be retained for three years from the date of the Certifying Signature.		

Student Record Card Data Elements
Maryland Student Withdrawal/Transfer Record
SR Card 7

STUDENT RECORD CARD 7 Maryland State Department of Education

Student data must be cumulative and continuous if the data are to assist the teacher in providing optimum instruction to each student. Accordingly, if the student's record is to be complete it should follow the student from grade to grade and from school to school. A hand carried transfer card will be provided to the parent/guardian of the student at the time of the withdrawal if the parent is present. If not, the transfer card must be faxed, sent electronically, or mailed by the sending school immediately.

Do not send any student records until a request is received from the school in which the student has entered.

When a student transfers to another public school in Maryland, send the original student records in their entirety including special education and discipline records. Keep copies of attendance information (SR Card 1), all subject performance information (SR Cards 2 and 3) and current Individualized Education Program (IEP), most recent assessment reports and documentation of the disability for students with disabilities who have received/are receiving special education services.

When a student transfers to an out-of-state school or a nonpublic school, keep the original record cards. Send copies of SR Card 1, SR Card 2, SR Card 3, SR Card 3 Supplemental, SR Card 4, immunization data, special education information/records and discipline records.

Child abuse and neglect records shall not be transferred with the student's records to any school.

Maryland State Department of Education Statewide Educational Interview Form

Each LSS will develop and implement a procedure to conduct an educational interview with all students who leave school prior to graduation, or with their parent or guardian or all the above. At a minimum, the interview should encourage the student to remain in the student's current school program or enroll in an alternative school program, verify the reason or reasons for the student dropping out of school, and ensure that the parent or guardian is informed. This form, which is to be completed by LSS personnel, is provided as a tool for accomplishing this. The information regarding the "cause of termination" must be aggregated at the system level and reported to the Maryland State Department of Education annually. Additional information may be added by the LSS as needed.

School Name & Address

School System

Interviewer's Name and Position

Phone Number: _____

Phone Number: _____

Student's Name & Address

Sex: ☐ Male ☐ Female

Race: Check the appropriate box

- ☐ American Indian/Alaskan Native
- ☐ Asian/Pacific Islander
- ☐ African American
- ☐ White
- ☐ Hispanic

Phone Number: _____

Attendance for Current Year _____

Days Absent: _____ Days Present: _____

Attendance for Previous Year _____

Days Absent: _____ Days Present: _____

Grade: _____

Student Resides with:

- ☐ Both parents ☐ Relative
- ☐ Mother ☐ Foster Home
- ☐ Father ☐ Don't Know
- ☐ Grandparent(s) ☐ Other
- ☐ Parent/Guardian

Mother's Name & Address

Father's Name & Address

Phone Number: _____

Phone Number: _____

Mother Present for Interview ☐ yes ☐ no

Father Present for Interview ☐ yes ☐ no

Maryland State Department of Education Statewide Educational Interview Form

Reason for Termination: Check the most appropriate code:

- | | |
|--|---|
| <p><input type="checkbox"/> 30 - Illness</p> <p><input type="checkbox"/> 31 - Academic</p> <p><input type="checkbox"/> 32 - Discipline</p> <p><input type="checkbox"/> 33 - Lack of Interest</p> <p><input type="checkbox"/> 34 - Employment</p> <p><input type="checkbox"/> 35 - Marriage</p> <p><input type="checkbox"/> 36 - Military Service</p> <p><input type="checkbox"/> 38 - Court Action</p> <p><input type="checkbox"/> 39 - Economic Reasons</p> | <p><input type="checkbox"/> 40 - Expulsion (under age 16)</p> <p><input type="checkbox"/> 41 - Immaturity</p> <p><input type="checkbox"/> 42 - Special Case</p> <p><input type="checkbox"/> 44 - Parenting</p> <p><input type="checkbox"/> 46 - Expulsion (age 16 and over)</p> <p><input type="checkbox"/> 50 - Whereabouts Unknown</p> <p><input type="checkbox"/> 71 - Pregnancy</p> |
|--|---|
-

Reason for Termination Determined by:

- ☐ Interview Date: _____
- ☐ Records Review Date: _____
- ☐ Parent Consultation Date: _____
- ☐ Teacher Consultation Date: _____
- ☐ Principal Consultation Date: _____
- ☐ Other Date: _____
-

Unable to make contact with student for the following reason:

Date Contact Attempted: _____

Comments:

Name of Interviewer: _____

Position

Date

Student Record Card Data Elements

Immunization Data

DHMH 896

Education Article Section 7 -403 and COMAR 10.06.04 establish immunization requirements for enrollment in schools. **Form DHMH 896 complies with this law and regulation, and the most current form can be found at www.edcp.org/pdf/DHMH896new.pdf.** The school authority may also accept, in lieu of a form provided by the Secretary of Health, a printed or computer-generated form that lists the following:

1. Name of the student
2. Date of birth
3. Name and address of parent or guardian
4. Complete history of vaccines received with month, day, and year for each vaccine dose and
5. Signature and title of the physician, health official, school official, or day care provider providing the form, and date signed. (COMAR 10.06.04.03B).

Side 1 of DHMH 896 is used for immunization history data for ALL students entering the public schools of Maryland regardless of age. Each student record file **MUST** contain an original or photocopy of DHMH 896 or a printed or a computer-generated immunization record form.

Computer-generated labels may be affixed to the card in lieu of hand or type written data. If labels are used, they should be placed as close as possible to the corresponding printed area.

When vaccines are administered subsequent to completion of a DHMH 896, the date of the additional dose should be indicated in the box coordinating with the vaccine given. The original DHMH 896 should then be re-certified by having the DHMH 896 form signed, initialed, titled, and dated by the school or health official in the certification area of the form or a new form may be generated. The same procedure shall be used in instances where a printed or computer generated immunization form is used.

The sex, county, school, grade and parent/guardian information are printed on the card for the convenience of the user. Completion of these items is optional.

A student who is not in compliance with this requirement shall be temporarily admitted to or retained in a school if the “student, parent, or guardian presents evidence of an appointment with a health care provider or health department to: (1) Receive a required immunization; (2) Reconstruct a lost record; or (3) Acquire evidence of age-appropriate immunity. (COMAR 10.06.04.06A.) **The date of the appointment may not be later than 20 calendar days following the date the student was temporarily admitted or retained.**” (COMAR 10.06.04.06B.) Evidence of the appointment should be submitted and attached to the immunization form. (Should a student require several vaccinations over an extended period in order to comply with the school-entry requirements, written documentation shall be noted on or attached to the immunization form indicating the date(s) vaccine(s) are to be received. Should a student not receive the vaccinations, the student shall be excluded from school until such proof can be provided.)

Student Record Card Data Elements

Immunization Data

DHMH 896 (cont.)

A student who is homeless shall not be excluded from school for non-compliance with the immunization requirement for school entry. Documentation supporting the homeless status of the student should be attached to the immunization form. The designated school health professional should continue to work with the student, family, and local health department to obtain required proof of immunity.

For auditing purposes, immunization records are required for students enrolled through 21 years of age.

Student Record Card Data Elements

Blood Lead Certificate DHMH 4620

The Maryland General Assembly 2003 passed legislation which was to begin September 2003, that requires in areas designated as “at-risk” for lead poisoning (as determined under 18-106 of the Health-General Article), when a child enters a public pre-kindergarten, kindergarten, or first grade, the parent or legal guardian of the child is required to provide documentation from a health care provider certifying that the child has undergone blood testing for lead poisoning. (COMAR 10.11.04.05).

The Department of Health and Mental Hygiene have developed a *Blood Lead Certificate*, DHMH form 4620, that is to be submitted to schools upon enrollment of the child. The current form, as well as the areas designated by the department as “at-risk”, can be found at <http://www.fha.state.md.us/och/html/lead.html>.

As with all health records, the *Blood Lead Certificate* is to be retained until the student reaches 21 years of age.

Health Inventory

Physical examinations are required in the state of Maryland on **first entry** to school (COMAR 13A.05.05-.07A). If a student moves from another state at anytime during grades pre-K to 12th, a physical examination is required. The examination is to be completed within a period of 9 months before entrance to school or 6 months after entrance.

The Department of Health and Mental Hygiene and the Department of Education’s document, *Record of Physical Examination*, shall be used to meet this requirement and should be submitted to the school upon the enrollment of the student.

There is no exclusion if the physical examination is not done, but schools must report information about the number of physicals that were done and reasons why they may not have been done, to the Department of Health and Mental Hygiene annually.

A copy of this document can be found through contacting the Family Health Administration at the Department of Health and Mental Hygiene at <http://www.marylandpublicschools.org/NR/rdonlyres/A90DA6FF-7B5B-4E27-B348-2F5797BE0A50/4012/SRC7.pdf> or by contacting the Health Services Specialists at MSDE.

As with all health records, the *Record of Physical Examination* is to be retained until the student reaches 21 years of age.

Section C:

Summary of Attendance



INTRODUCTION

After the close of each school year, the Maryland State Department of Education (MSDE) collects attendance data from the student record cards or equivalent system used by the LSS. Since 1993, individual student attendance data has been reported to the State by all LSSs. This section includes information regarding the maintenance of the attendance data and the format, instructions, and edit requirements for data submitted to the State.

These data are aggregated from the student level to the school and school system levels, and subsequently to the State level. MSDE is capable of providing a wealth of information on the attendance habits of the students in Maryland's public schools. The Summary of Attendance report is part of the information disseminated from these data. The report includes entries, transfers, terminations (dropouts), promotions and non-promotions, average daily membership and attendance, percent of attendance, and graduates.

All school systems are required to submit to MSDE a Verification of Attendance Data form certifying agreement with the summary data report provided by MSDE. The form must be signed by the local superintendent of schools.

DATA DEFINITIONS AND CODING INSTRUCTIONS

Below are listed the data items and definitions for information collected for each school year. Periodically, the data items are reviewed and data items may be added or removed. All data items should be a part of the student record.

(Page numbers referred to below are within this manual.)

Local School System	Two digit State designation of your LSS.
School Number	The four digit number assigned to the school building. A list of valid school numbers for each LSS will be supplied by MSDE each year.
Student Identification Number	The number assigned by the LSS - any combination of letters and numbers (not more than ten characters) right aligned. If fewer than ten characters are used, zero fill the remaining position to the left.
Grade	Use only those grade codes as defined on page B-6.
Special Education Indicator	This is the indicator of special education status. Students receiving services as of the end of the school year are "Y." All other students are "N."
Race/Ethnic Indicator	The racial/ethnic group as defined on page B-2 and B-3.
Sex	The gender of the student as defined on page B-4.
Entry Status	The letter corresponding to the type of entry of the student as defined on page C-6. R = first entry; E = entry by transfer; N = reentry after termination.
Entry Code	The entry code number as defined on pages C-7 and C-8 that best describes the type of entry. If a student has multiple entries, a record is required for each entry.
Entry Date	The date of entry of the student. Date of entry is defined on page C-8. This is a six (6) digit number (Example, August/September 5, 1998 would be 090598.)
Withdrawal Status	The letter corresponding to the type of withdrawal of the student as defined on page C-9: T = transfer, W = termination, C = completion of high school program.
Withdrawal Code	The withdrawal code number as defined on pages C-9 through C-11 which best describes the reason for the withdrawal. If a student has multiple withdrawals, a record is required for each withdrawal code.

DATA DEFINITIONS AND CODING INSTRUCTIONS

Withdrawal Date	The date of withdrawal of the student as defined on page C-11. This is a six (6) digit number (Example: August/September 5, 1998 would be 090598.)
Promotion Code	The promotion code of the student, promoted = 01 and not promoted = 02. If a student completes grade 12, but fails to complete one or more graduation requirements, that student is a non-promote (02). A student who does not complete grade 12 is given a termination code. If a student record contains a transfer or termination code, the promotion code is inappropriate and 00 should be in this field.
Days Attending	The aggregate number of days the student was in attendance during the current school year, to the nearest half-day (implied decimal). If the student has multiple records (has attended more than one school during one year) there must be an attendance item for each period a student was enrolled in school.
Days Absent	<p>The aggregate number of days the student was absent during the current school year, to the nearest half-day (implied decimal). If the student has multiple records, there must be an absence item for each record. Days absent for summer withdrawals must be zero.</p> <p>A student is counted present for at least ½ day if in attendance any part of the school day. A student in attendance for more than ½ day is counted present for a full day. A grade 12 student enrolled for less than a full day is to be counted present based on the amount of time he/she is enrolled. For example, if a grade 12 student is enrolled for period one only, that student will be counted present for a full day if the student is in attendance for period one, regardless of any variations in scheduling.</p> <p>LSSs may apply this definition retroactively to the first day of school 2005-2006 (see Foreword for more detailed explanation).</p> <p>A student is counted present if at school or at another place at a school activity sponsored by the school and personally supervised by a member(s) of the school staff. This may include authorized independent study, work study programs, field trips, athletic events, contests, music festivals, student conventions, instruction for home bound students, and similar activities when officially authorized under policies of the local school board. It does not include “making up” school work at home, or activities supervised or sponsored by private groups or individuals. (Lawful and unlawful absences are both counted as an absence.)</p>
Days Not Belonging	The aggregate number of days not belonging prior to entry and/or following withdrawal during the current school year, to the nearest half day (implied decimal). If the student has multiple records, there must be a days not belonging item for each record. Days not belonging for summer withdrawals must be zero.

DATA DEFINITIONS AND CODING INSTRUCTIONS

Title I Indicator	This will be a "Y" or "N" indicator of status of a student as of the end of the school year. Students receiving services in whole or in part by Title I of the No Child Left Behind Act of 2001 are to be coded as a "Y". All other students are to be coded as a "N". A total number of students in prekindergarten through grade 12 will be calculated for each school.
ELL Indicator	(English Language Learner) This will be a "Y" or "N" indicator of the status of a student as of the end of the school year. Students who have a primary or home language other than English and who have been assessed as having limited or no ability to understand, speak or read English are to be coded as "Y". All other students will be coded "N". A total number of students in prekindergarten through grade 12, including will be calculated for each school.
Social Security Number	For grades Prekindergarten through 12 for all students where the number is available. Students with no social security number, provide a pseudo-number with a "9" in the first digit, the assigned school system code in the next two digits, a unique sequential number in the last six digits.
FARM	A "Y" or "N" indicator of a student's eligibility to receive free and/or reduced price meals based on family size and income guideline (as promulgated annually by the U.S. Department of Agriculture), and students approved through direct certification. Status is as of the end of the school year.
504	A "Y" or "N" indicator of a student who has a physical or mental impairment that substantially limits one or more life activities, has a record of such an impairment, or is regarded as having such an impairment.
Migrant	<p>A "Y" or "N" indicator of a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work:</p> <ul style="list-style-type: none">a) has moved from one school district to another;b) in a State that is comprised of a single school district, has moved from one administrative area to another within such district; orc) resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

REPORT CODES

Absences

Maryland's compulsory attendance law is found in Section 7-301 of the Education Article, Annotated Code of Maryland. Lawful absences are set forth in COMAR 13A.08.01.03. A local superintendent, school principal, or an individual authorized by the local superintendent or principal may excuse a student for a lawful absence. Unlawful absences are set forth in COMAR 13A.08.01.04. For recording absence of home and hospital students, see page C-13.

Lawful Cause of Absence (COMAR 13A.08.01.03)

Absence from school, including absence for any portion of the day, of students who are presently enrolled in public schools shall be considered lawful only under the following conditions:

<u>Code</u>	<u>Description</u>
01	Death in the <i>immediate</i> family. The LSS shall determine what relationships constitute the immediate family.
02	Illness of the student. The principal shall require a physician's certificate from the parent or guardian of a student reported continuously absent for illness.
04	Court summons
07	Hazardous weather conditions. This shall be interpreted to mean weather conditions which would endanger the health or safety of the student when in transit to and from school.
08	Work approved or sponsored by the school, the LSS, or the State Department of Education, accepted by the local superintendent of schools or the school principal, or their designees as reason for excusing students.
09	Observance of a religious holiday
10	State emergency
13	Other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.
17	Health Exclusion
18	Suspension
19	Lack of authorized transportation. Shall not include student denied authorized transportation for disciplinary reasons.

REPORT CODES

Unlawful Cause of Absence (COMAR 13A.08.01.04)

An absence, including absence for any portion of the day, for any reason other than those cited as lawful is presumed unlawful and may constitute truancy. Local school systems may add specified criteria for unlawful absences to local board-approved attendance policies.

Code Description

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|----------------------------|--|
| 20 | Truancy. A truant is a student (age 5 through 20) who is absent without lawful cause as defined in COMAR 13A.08.01.03 from attendance for a school day or portion thereof. |
| Habitual
Truant | A student is a habitual truant if the student has been in membership in a school for 91 or more days in a school year and is unlawfully absent from school for a number of days or portion of days in excess of 20% of the school days within any marking period, semester, or year. A LSS has the prerogative of defining habitual truancy in a more but not less stringent manner (e.g., unlawful absences in excess of 15% of the school days). |
| 21 | Other unlawful absence |

Date of Entry

Entry codes are used to provide a year-by-year continuous record of a pupil's successive school affiliations. Enter the code that best describes the student's last school affiliation (if any) prior to his/her entry into this school. If there has been a break in the student's continuous school enrollment, use entry status R codes 08 or 09 if the withdrawal termination occurred during the previous school year or entry status N codes 06 or 07 if the withdrawal termination occurred during the current school year.

Status Description

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|----------|--|
| R | Student is entering school for the first time in the current August/September-to-June reporting period. He has not been previously enrolled in any school nor in any other section of this school during the current school term. |
| E | Student is entering by transfer from another school (in or out of the LSS) attended during the current August/September-to-June reporting period. With the exception of entry codes 01 and 02, use the same codes as Entry Status R. |
| N | Re-entry: Pupil is returning to school following a withdrawal termination (withdrawal status W), from any school during the current reporting period. |

REPORT CODES

<u>Code</u>	<u>Type of Entry (Status Codes R & E)</u>
01	First entry into any school - usually prekindergarten, kindergarten or first grade, or first entry into any school from home schooling. Use only with Entry Status "R."
02	Continuing in the same school. Use only with Entry Status "R."
08	Re-entry after involuntary withdrawal, by the school or local administration, from school during any reporting period prior to the current August/September-June reporting period. Use only with Entry Status "R."
09	Re-entry after voluntary withdrawal, by the student, from school during any reporting period prior to the current August/September-June reporting period. Use only with Entry Status "R."
10	By transfer from another public school in the same LSS
13	By transfer from a Maryland public school outside the LSS
14	By transfer from a public school in another state or territory of the United States, or from a United States overseas dependent school
15	By transfer from a nonpublic school in the same LSS
16	By transfer from a Maryland nonpublic school outside the LSS
17	By transfer from a United States nonpublic school or institution in another state or territory of the United States
18	By transfer from a school (public or nonpublic) of a foreign country
21	By transfer from an evening high school program
22	By transfer from a state institution in Maryland with an educational program
24	Re-entry from home schooling pursuant to COMAR 13A.10.01 after withdrawing
25	Parental choice transfer from a Title I public school designated for improvement into a school that has made adequate yearly progress (AYP) pursuant to COMAR 13A.01.04.07
26	Transfer from a public school pursuant to Unsafe School Transfer Option 13A.08.01.20
27	Transfer from a public school after having withdrawn due to a homeless situation pursuant to COMAR 13A.05.09.03

REPORT CODES

<u>Code</u>	<u>Type of Entry (Status Code N)</u>
06	Re-entry after involuntary withdrawal termination (withdrawal status W), by the school or local administration, from school during the current August/September-June reporting period.
07	Re-entry after voluntary withdrawal termination (withdrawal status W), by the student, from school during the current September-June reporting period.

Date of Entry

Record the date of entry based on the following criteria:

For all students with Entry Status "R" who enter on or before September 30, the date of entry is the first day of school if they fall into one of the following categories:

- Student is continuing in the same school attended last school year (entry code number 02)
- Student is transferring from another school in the LSS because of promotion, administrative decision, or change of residence (entry code number: 10)
- Student registered for enrollment prior to the opening of school
- Student registered and attended on the first day of school.

NOTE: Students in categories "a," "b," and "c" above are marked absent if they do not report on the first day and are marked absent each successive day from the first day of school until they do report. If they have not reported on or before September 30, they are withdrawn according to instructions specified under "Withdrawal" on pages C-9 through C-11.

For all students not included above, the date of entry is the first day the student attends class in the school. Included are:

- Students with Enrollment Status "R" who were not enrolled in the LSS at the end of the last school term, who were not registered prior to the first day of school, and who were enrolled on or after the second day of school; and
- All students with Entry Status "E" or "N."

REPORT CODES

Withdrawals

In general, a student will leave school because he/she has transferred to another school, terminated his/her formal education or completed a high school program. Enter the code that describes the basic reason for withdrawal:

<u>Status Code</u>	<u>Withdrawal/Completion Status</u>
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T	Transferred to another school
W	Terminated formal education
C	Completed high school program

<u>Code</u>	<u>Type of Withdrawal - Transfers (Withdrawal Status: T)</u>
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10	Transfer to another public school in the same LSS
13	Transfer to a Maryland public school outside the LSS
14	Transfer to a public school in another state or territory of the United States, or from a United States overseas dependent school
15	Transfer to a nonpublic school in the same LSS
16	Transfer to a Maryland nonpublic school outside the LSS
17	Transfer to a United States nonpublic school or institution in another state or territory of the United States
18	Transfer to a school (public or nonpublic) of a foreign country
21	Transfer to an evening high school program
22	Transfer to a state institution in Maryland with an educational program
24	Home schooling pursuant to COMAR 13A.10.01
25	Transfer to a public school that has made adequate yearly progress (AYP) from a Title I public school designated for improvement pursuant to COMAR 13A.01.04.07
26	Transfer to a public school pursuant to the Unsafe School Transfer Policy, COMAR 13A.08.01.20
27	Transfer to a public school due to homeless situation pursuant to COMAR 13A.05.09.03

REPORT CODES

Withdrawals (continued)

<u>Code</u>	<u>Type of Withdrawal Terminations (Withdrawal Status: W)</u>
30	Illness. An illness of such severity that it would preclude the implementation of any education program (e.g., home/hospital instruction). A medical certification shall be required specifying the nature of the illness and the approximate length of time the student will be withdrawn.
31	Academic. Student, 16 years and older, who drops out due to lack of academic success including low grades and/or grade retention
32	Discipline. Student, 16 years and older, who voluntarily drops out due to continual disciplinary problems as documented by multiple office referrals and/or suspensions but who has not been formally expelled from school
33	Lack of Interest. Student, 16 years and older, who drops out of school due to a lack of personal motivation or interest to continue his/her education
34	Employment. Certified by documentation and the student is unwilling to remain in a regular or alternative educational program
35	Marriage. Certified by documentation
36	Military Service. Certified by documentation
38	Court Action. A student who is committed by court order to an institution without an educational program
39	Economic Reasons. A student, 16 years and older, who leaves school due to a lack of financial resources and/or lack of family support or has caretaker responsibility for the extended family, excluding his/her own children as documented by a social agency
40	Expulsion Under 16. Required withdrawal from school for disciplinary reasons of a student under 16 years of age by the direction of the superintendent or designee (not a valid code for students with disabilities under the Individuals with Disabilities Education Act)
41	Immaturity. Immaturity under age five. Used in prekindergarten, kindergarten, and first grade, with appropriate documentation
42	Special Cases. Other reasons with superintendent's approval. For students under 16 years of age. This code may be used for students who withdraw in grade 8 for religious reasons.
43	Death
44	Parenting. Any married or unmarried student, 16 years and older, who leaves a regular or alternative educational program due to his/her responsibilities for child care and rearing of his/her children

REPORT CODES

Withdrawals (continued)

<u>Code</u>	<u>Type of Withdrawal Terminations (Withdrawal Status: W)</u>
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|----|--|
| 46 | Expulsion Age 16 and Over. Required withdrawal from school for disciplinary reasons of a student, age 16 years and older, by the direction of the school authorities (not a valid code for students with disabilities under the Individuals with Disabilities Education Act) |
| 50 | Whereabouts Unknown. Any student who is not known to have enrolled (on the basis of transcript request or other information) in another school or whose whereabouts is unknown as documented by an appropriate school official. A student who is a runaway as documented by an appropriate governmental agency (e.g., Juvenile Services). A student who is known or suspected to be abducted, as documented by an appropriate governmental agency (e.g., law enforcement officials or social security) |
| 71 | Pregnancy |

Date of Withdrawal

Record the date of withdrawal based on the following criteria:

1. For withdrawals during the school year, the date of withdrawal is the date of the first school day after the last day of attendance.
2. For withdrawals occurring during the summer, the date of withdrawal is a date between the close of school in June and the opening of school for the next regular school term.

Examples:

- If a student on the roll in June of a regular term notifies the school that he/she will not return the following fall, the date of withdrawal is a date after the close of school;
 - If a student's withdrawal did not become known until after the regular fall term had begun, the recorded date of withdrawal is a date prior to the opening of school for that term; and
 - If a student notifies a school during the summer that he/she will not return for the fall term, the date of such notification may be used as the date of withdrawal.
 - A LSS may arbitrarily establish a date for all summer withdrawals (such as August 15), regardless of the date of notification.
3. Students who are scheduled for enrollment in September but do not report on the first day of school are marked absent during September until they report for class. Continuous absence should be investigated. If it is determined that the student will not enter in September, he/she should be withdrawn and the date of withdrawal recorded in accordance with item 2 (c) above. By September 30, all students on the roll who have not reported since the first day of school should be withdrawn.

REPORT CODES

Completion of Program (Completion Status: C)

Code

- | | |
|----|---|
| 60 | Completed requirements for a Maryland High School Diploma |
| 62 | Student with a disability who completed requirements for a Maryland High School Certificate |
| 70 | Early College admission, normally after grade 11 |

Date of Completion

Record the date on which it is officially recognized that the student has completed his/her high school program and is no longer required to attend school. Students who satisfy the requirements included in this section prior to the end of the school year shall not be precluded from participation in local graduation ceremonies.

REPORT CODES

Home and Hospital Student Recordkeeping

Attendance for students receiving home or hospital services, not home teaching pursuant to COMAR 13A.10.01, should be maintained using one of the following methods:

- Maintain the student on the regular school roll and count the students present, except when a student is not available for home and hospital teaching, then he or she is counted absent.
- Establish a school for recordkeeping purposes call "Home and Hospital School" with a local school number assigned. Any child identified for home and hospital teaching, whether in special education or regular education, shall be withdrawn from the roll of the home school and transferred to the roll of the Home and Hospital School using the Withdrawal Status "T" and Withdrawal Code "10." Count attendance the same as above.

Grade Level Codes

The two digit Arabic number of the grade in which the student is placed. Age of prekindergarten child on or before September 1 of the school year. (* optional breakdown)

96	Prekindergarten, under age 1*
95	Prekindergarten, age 1*
94	Prekindergarten, age 2*
93	Prekindergarten, age 3*
92	Prekindergarten, age 4
91	Kindergarten
01-12	Grade 1

Local School System Codes

01	Allegany County	10	Frederick County	18	St. Mary's County
02	Anne Arundel County	11	Garrett County	19	Somerset County
03	Baltimore County	12	Harford County	20	Talbot County
04	Calvert County	13	Howard County	21	Washington County
05	Caroline County	14	Kent County	22	Wicomico County
06	Carroll County	15	Montgomery County	23	Worcester County
07	Cecil County	16	Prince George's County	30	Baltimore City
08	Charles County	17	Queen Anne's County	31	Edison Schools
09	Dorchester County				

State School Numbers

This is a four digit number assigned by the LSS and used when reporting any data to the State by school. This school identifier may be different from the number that is used for reporting information to the LSS by each school.

Section D:

September 30 Enrollment



INTRODUCTION

The Maryland State Department of Education is required to obtain records of all students enrolled in Maryland public schools. Each school system is required to prepare and submit to MSDE a detailed electronic file of students who were in membership on September 30. This file is to contain all regular day school enrollees and those students enrolled in evening high and part-time programs.

Schools must retain all attendance records that support the data reported. The records may include: rollbooks, class attendance rosters, attendance scan sheets, absentee reports or absentee lists, student attendance cards, class lists, etc.

All school systems are required to submit to MSDE a verification of enrollment form certifying agreement with the summary data report provided by MSDE. The form must be signed by the local superintendent of schools.

The due dates for this information are as follows:

October 15	Enrollment file
November 15	Superintendent's sign-off Last day for MSDE to accept changes to the data

DATA DEFINITIONS AND CODING INSTRUCTIONS

The September 30 enrollment data collection will be comprised of data items contained in the student's record. The needs of the enrollment system will be reviewed periodically and data items may be added or removed from the file. Below are the data items and definitions for the September 30 data collection:

Local School System	Two digit State designation of the LSS.
School Number	The four digit number assigned to the school building. A list of valid school numbers for each school system will be supplied by MSDE each year.
Grade	Use only those grade codes as defined on page B-6. Any student age 0 through 4 as of September 1 of the current school year must be classified as prekindergarten. Any student who is age 5 as of September 1 of the 2006-2007 school year and beyond must be classified as kindergarten.
Full-time Status	For prekindergarten and kindergarten grades only, indicate a "Y" for students who attend school all day and an "N" if they attend less than a full day. This field must be blank for all other grade levels. Any student with a disability (age 0 through 4) must be classified as prekindergarten. Any student with a disability (age 5) must be classified as kindergarten.
Student ID Number	The number as defined and assigned by the LSS. The number can be any combination of letters and numbers but no more than ten (10) characters in length. The number must be right aligned. If fewer than ten (10) characters are used, zero fill to the left. <u>If a student transfers to another school within your jurisdiction, the student identification number must remain the same.</u>
Social Security Number	The nine digit number assigned to each student in grades prekindergarten through 12. In cases where a social security number is not available for a student, provide a pseudo-number with a "9" in the first digit, the assigned county code in the next two digits, and a unique sequential number in the last six digits. <u>This number must be the same number that will be used to identify any student level information submitted to MSDE, including SSIS, MSA and HSA data.</u>

DATA DEFINITIONS AND CODING INSTRUCTIONS

Student's Name	
Last Name	Indicate up to twenty-five (25) characters of the student's surname. Do not use punctuation.
First Name	Indicate up to ten (10) characters of the student's given name. Do not use nicknames, initials, or punctuation.
Middle Initial	If available, indicate only the first letter of the middle name.
Date of Birth	List the four digit year and two digit month and day to indicate the student's birth date.
Race	The racial/ethnic group as defined on page B-3. 1 - American Indian/Alaskan Native 2 - Asian/Pacific Islander 3 - African American (not of Hispanic origin) 4 - White (not of Hispanic origin) 5 - Hispanic
Blank Field	At the present time, this field will remain blank.
Gender	1 – Male 2 - Female
Entry Status	The letter corresponding to the entry status of the student as defined on page C-6.
Entry Code	The entry code number as defined on pages C-7 and C-8 which best describes the type of entry.
Entry Date	The date of entry of the student. This is an eight (8) digit number. (Example, September 5, 1998 would be 19980905) The date of entry is determined using the criteria on page C-8.
Withdrawal Status	The letter corresponding to the type of withdrawal of the student as defined on page C-9. If the student did not withdraw, the field should remain blank.
Withdrawal Code	The withdrawal code number as defined on pages C-9 through C-11 and C-12 which best describes the reason for the student withdrawing. If the student did not withdraw, the field should remain blank.
Withdrawal Date	The date of withdrawal of the student as defined on page C-11. This is an eight (8) digit number (Example: September 5, 1998 would be 19980905). If the student did not withdraw, the field should remain blank.

DATA DEFINITIONS AND CODING INSTRUCTIONS

Days Attended	The aggregate number of days the student was in attendance from the first day of school through September 30, to the nearest half-day (implied decimal).
Days in Membership	The aggregate number of days in which the student was enrolled in school from the first day of school through September 30, to the nearest half-day (implied decimal).
State Aid Eligibility	<p>One of the valid code numbers must be used for each student reported on this file. Only those students with a code of 01 will be considered for the State Share of Foundation Program calculation. Part-time students must meet the eligibility requirements of COMAR 13A.02.06.</p> <p>Valid codes:</p> <ul style="list-style-type: none">00 - withdrawn01 - eligible for state aid02 - ineligible-age 21 and over03 - ineligible-age less than 504 - ineligible-no attendance in August/September05 - ineligible-Maryland non-resident student06 - ineligible-COMAR 13A.02.06.0107 - ineligible-documentation of immunization unavailable08 - ineligible-documentation of sustained effort or residency unavailable
Evening High Student	Enter "Y" for any student who is attending an evening high school program.
Number of Courses	The record for each evening high student must include the number of courses the student is enrolled in as of September 30.
Part-time Day Student	Enter "Y" for each part-time student, excluding evening high students, who meets the eligibility requirements of COMAR 13A.02.06.01.
Number of Courses	The record for each part-time student in public day high school must include the number of courses in which a student is enrolled.
Ethnicity	Until further notice, this data item will remain blank.

SPECIAL REPORTING INSTRUCTIONS

Unless otherwise noted in these instructions, all students enrolled in the school system must be included on the enrollment file. If the student is ineligible for state aid, include the student's record on the file and indicate the appropriate State Aid Eligibility Code that defines the reason for ineligibility. (This will exclude the record from state aid calculations.) For details on general financial aid to LSS's please see COMAR 13A.02.06.

Attendance

Students scheduled for enrollment, but who do not report for school during September, should be investigated, and appropriate action should be taken. By September 30, all students who have not attended school in September must be withdrawn from membership, unless documentation of sustained effort to return the student to school is available. Documentation requirements are included as part of the *Maryland Student Records System Manual*.

Students whose withdrawal date is September 30 will not be included in State Aid calculation unless the withdrawal type and code are T10 or T21, (transfer to another public school in the same school system).

For students who remain on their home school membership rosters while attending either evening high or home and hospital instruction, any days on which the students are not available to receive their scheduled instruction must be recorded as an absence. As with all student records, documentation of attendance and absence must be available.

A student with prolonged absence during September, who is not in attendance on September 30, must be withdrawn unless school officials have determined a reason to keep the student on the roll. In the absence of supporting evidence these students must be withdrawn; e.g., if court proceedings have been initiated for non-attendance, the student must remain on the roll. If it is determined that certain students must remain in membership but are not to be included for State Aid Calculations, the record must be coded with the appropriate Ineligible for State Aid Eligibility Code.

A student who is so severely ill or physically injured that he is unable to attend school or receive home and hospital teaching and who has not received instruction from the first day of school through September 30, cannot be counted on the September 30 enrollment file. If the student cannot be educated by the system, the student cannot be counted for State Aid.

SPECIAL REPORTING INSTRUCTIONS (cont.)

Grade/Age Include all students in both regular and special education placements who are age 0 through 4 (as of September 1, 2005-2006 school year of the current school year) in prekindergarten grade level code 92, unless you choose to record the students by age. If classifying by age, the following grade level codes must be used when reporting data to the State: age 4, 92; age 3, 93; age 2, 94; age 1, 95; and under age 1, 96.

Grade takes precedence over age (e.g., a 6 year old in kindergarten qualifies as .80 full-time equivalent (FTE) in school year 2005-2006; .90 FTE in school year 2006-2007; and 1.00 FTE in school year 2007-2008 and thereafter, except in Garrett County, which is currently at 1.00 FTE.) A child who is 5 years old, as of September 30 in year 2005-06 and September 1, 2006 school year, shall be considered to be in kindergarten unless documentation supporting a different grade placement is included in the student's record.

Include all students in both regular and special education placements who are at least 5 years of age and not yet 6 years of age on or before September 30 in year 2005-06 and September 1 in year 2006-07 of the year in which they apply for entrance in kindergarten in grade level code 91. Students who received a diploma or reached age 21 prior to the first day of school are not eligible for State Aid.

Evening High School Students attending evening high programs funded by federal or special funds are not eligible for State Aid.

Concurrent enrollment

- (a) If the student is full-time at his/her regular day school but also attends evening high or Saturday school, only the record for the day school is to be reported to MSDE on the enrollment file.
- (b) If the student is enrolled part-time at his/her regular day school and also attends evening high school, the student should be reported as both Part-time and Evening High, with the appropriate number of courses identified.
- (c) For State Aid purposes, a student cannot be counted in excess of one FTE.
- (d) If students remain on their home school membership rosters while attending evening high school, any day on which the students are not available to receive scheduled instruction must be recorded as an absence. As with regular day school student records, documentation of attendance and absences must be maintained in the student record.

SPECIAL REPORTING INSTRUCTIONS (cont.)

Out-of-County Students who are children of school staff who live in a Maryland school system different from the one they attend are eligible for State Aid.

Students in Out-of-County Living Arrangements or in Schools Near County Lines are counted by the receiving school system.

Out-of-State Out-of-state students who are the children of school staff and who attend Maryland public schools are ineligible for State Aid due to non-residency, but should be included on the enrollment file.

For students who are residents of bordering states (excluding the Delmar school district in Wicomico County) whose residence is located on the state border, residency is determined by where the parent or guardian or student pays personal income tax and/or registers to vote.

Students with Disabilities For students with disabilities attending approved nonpublic special education programs at public cost should be included on the enrollment file and updated annually. Students with disabilities who are enrolled in private schools by their parents and receiving services in public schools can be included on the enrollment file, but must be coded ineligible for State Aid.

RECOMMENDED GUIDELINES FOR COMPUTER CONTROLS

General

A. Establish an Overall Security Policy.

RISK - Without security policies and procedures, the extent and coverage of security controls may be inadequate and controls may be inconsistently applied, resulting in inadequate protection of software and data files.

CONTROL TECHNIQUES

1. LSS must maintain written security policies and procedures.
2. Procedures must include requesting, authorizing, and granting access to LSS's computer resources.

B. Restrict Unauthorized Access (at the Computer Center, Application, and Data File Levels) through Physical and Logical Access Controls

RISK - Unauthorized persons may: 1) gain unauthorized access to transaction processing systems, 2) gain access to data files through editors or batch programs, 3) modify existing application software programs to perform fraudulent or otherwise unauthorized activities. Unauthorized additions, deletions, modifications, or viewing of computerized information may occur.

CONTROL TECHNIQUES

1. Use a software security package to maintain logical security.
2. Approvals specify the level of access and the specific functions and files that are approved. Users are granted access only to the resources required for performance of their current responsibilities.
3. Logon IDs and passwords are used to authenticate users.
4. Logon IDs and/or terminals are automatically logged off after a specified period of inactivity.
5. Logon IDs and passwords are canceled when staff leaves the LEA's employment or change responsibility.
6. Data base resides in an environment secured by security software.
7. Physical access to the computer center is restricted to appropriate personnel and is controlled by access cards, combination locks, or other techniques.
8. Access to security functions is restricted to security administrators only.

RECOMMENDED GUIDELINES FOR COMPUTER CONTROLS (cont.)

C. Control All Changes to Production Software.

RISK - Unauthorized changes to application software may be used to read, alter, add, or delete information in a fraudulent or otherwise unauthorized manner, reducing the reliability of information processed through the system.

CONTROL TECHNIQUES

1. Production software is protected from unauthorized access or changes by the use of access control software or operating system features.
2. New products or modifications to existing system software are authorized, tested, and approved prior to implementation. All system software currently in use is supported by the vendor.
3. All changes to operating system programs and data files are logged and reviewed.
4. Test and approve all applications software prior to implementation for production use.
5. Production (e.g., "live") data is not used in the testing of program changes, especially when such data may be sensitive or confidential.
6. Library management software is used to maintain audit trails of program changes and version number control at the appropriate level. A permanent record of all software changes is maintained.

D. Segregation of Duties. Establish independent organizational groups and job descriptions so that incompatible duties are appropriately segregated.

RISK - The risk of noncompliance with established controls is higher if incompatible control functions are not adequately segregated, and the information produced by the computer systems becomes less reliable.

CONTROL TECHNIQUES

1. Distinct systems support functions are performed by different individuals so that no one controls entire attendance process, to the extent possible.
2. Documented job descriptions accurately reflect assigned duties and responsibilities.

RISK - If the security software or the physical access controls do not correspond to and enforce the established segregation of duties, then the segregation of duties controls become less reliable.

RECOMMENDED GUIDELINES FOR COMPUTER CONTROLS (cont.)

CONTROL TECHNIQUES

1. Access to data files is restricted to authorized users using authorized applications only.
2. Access to systems software is restricted to approved systems programmers.
Application programmers should not have access to systems software or utilities.
3. Application programmers and systems analysts cannot physically or logically set up and operate the computer.
4. Computer operators do not have access to source programmers or data files.
5. Access to systems documentation is restricted to authorized systems programming personnel.
6. Access to applications documentation is restricted to authorized applications programming personnel.

RECOMMENDED GUIDELINES FOR COMPUTER CONTROLS (cont.)

Application

- A. Objective: All enrollment and attendance transactions are accurately received, translated, and passed to an application, and all transactions are processed only once.**

CONTROL TECHNIQUES

1. Edit checks to identify erroneous, unusual, or invalid student transactions prior to updating application. Consider additional computerized checks of identifying student data to reduce reporting a child more than once or duplicating a transaction.
2. Use control totals on receipt of student transactions to verify the number of students by data elements required for State reporting to be passed to each application; promptly reconcile students on school class rosters with students on the central office computer.
3. Log errors and/or rejects in a queue file and return an appropriate advice to the sender.
4. Generate exception reports that are followed up on a timely basis.
5. Ensure that duplicate transactions are controlled and reviewed.

- B. Objective: file update processing occurs in a complete and accurate manner.**

CONTROL TECHNIQUES

1. Generate an automated check of control totals to final file output.
2. Generate an automated check of school based file detail to final file output to MSDE.
3. Flag and store rejected and partially processed entries.
4. Have an error recovery mechanism that includes timely identification and correction procedures.
5. Monitor school attendance to ensure that unusual activity (e.g. significant enrollment increases or decreases) is detected, investigated and appropriately accepted or rejected.

- C. Objective: Procedures exist to provide accountability and to ensure that data are available as evidence for the auditor and as required by regulation.**

CONTROL TECHNIQUES

1. Deliver reports to appropriate areas for reconciliation and verification purposes, e.g., school staff review enrollment data before central office finalizes master file.
2. Maintain a secure copy of transmitted master file for verification and audit purposes.
3. Periodically back-up attendance data and store off-site.

PROCEDURES FOR DOCUMENTATION OF STUDENT ATTENDANCE

Each LSS will establish comprehensive written procedures for documenting student attendance. The procedures will include, at a minimum:

1. The specific source documents to be used to substantiate student attendance;
2. The manner in which attendance will be taken;
3. The controls that will be implemented to protect the integrity and accuracy of the reported information;
4. Document retention procedures; and
5. Reconciliation procedures to assure the accuracy of the September 30th enrollment systemwide and by school.

The written procedures will follow guidelines established in the *Maryland Student Records System Manual* and must address the minimum requirements established. The procedures will be submitted to MSDE for review, comments and technical assistance.

Ideally, LSSs should utilize one standardized system for recording student attendance. Realizing that the use of one standardized system is not always practical and may not allow for the optimal use of available technology, efforts should be made to utilize a minimal number of systems to record student attendance. Additionally, forms utilized for attendance recordkeeping should be standardized to the extent possible.

ADEQUACY OF DOCUMENTATION SUBSTANTIATING ATTENDANCE

Documentation substantiating student attendance must be retained for three years. The type of documentation retained will differ among and between LSSs depending upon the method used to record attendance. However, in all cases, the records retained should be the source documents substantiating attendance. Source documents are defined as those documents on which the classroom teacher, homeroom teacher or other attendance recorder initially records the student's attendance. Some specific examples follow:

Manual Systems

In those schools where teachers manually record daily attendance, the manual records utilized must be retained. These records will usually be in the form of roll books or attendance rosters.

Automated Systems

In many schools using automated systems, the teacher records the daily attendance on a bubble sheet or scan sheet or manually lists the absent students on a slip of paper. These source documents are then forwarded to the school office for scanning or data entry. Where these systems are utilized, the source document prepared by the teacher must be retained. The source documents must be standardized in format and must indicate the name of the school, the date, the teacher's name, section or classroom number and names of absent students.

Logs maintained to record the arrival of tardy students must be retained. When possible, tardy students or their parents/guardians should sign the tardy log indicating late arrival. Additionally, to the extent possible, the individual in the school office maintaining the tardy log should not be the same as the individual maintaining the attendance records.

In other schools using automated systems, the teacher has a card for each student. These cards may include a scannable bar code. Each day the cards for absent students are forwarded to the school office for scanning or data entry and an absentee list is generated for the day. The cards are then returned to the teacher. The cards are not marked in any way by either the teacher or school office staff. In these cases there is no source document verifying attendance. Therefore, the absentee list must be sent to the teacher for verification that the recorded attendance information is correct. The teacher must sign and date the absentee list indicating agreement and the list must be retained. These schools must also retain the logs maintained to record the arrival of tardy students. When possible, tardy students or their parents/guardians should sign the log indicating late arrivals.

Additionally, adequate internal controls must exist to protect the integrity of the data entered into the automated system. (*See Recommended Guidelines for Computer Controls*)

ADEQUACY OF DOCUMENTATION SUBSTANTIATING ATTENDANCE (cont.)

On-Line Systems

In some schools, or perhaps in certain classrooms within schools, attendance is recorded directly on-line by the classroom teacher. In these cases there is no source document verifying attendance. Therefore, an absentee list must be generated daily, signed and dated by the teacher indicating that the information generated is correct. These lists must be retained.

Logs maintained to record the arrival of tardy students must be retained. When possible, tardy students or their parents/guardians should sign the tardy log indicating late arrival. Additionally, to the extent possible, the individual in the school office maintaining the tardy log should not be the same as the individual maintaining the attendance records.

Additionally, adequate internal controls must exist to protect the integrity of the data entered into the automated system. (*See Recommended Guidelines for Computer Controls*)

Technological Advances

The types of source documents given as examples are not meant to be all inclusive. As technology improves, they may become obsolete. Regardless of the type of attendance system utilized, some type of paper source document verifying student attendance must be retained. The system must include a mechanism for the initial attendance taker to verify the accuracy of the system output.

Section E:

Discipline Information



INTRODUCTION

This manual provides guidance for the annual statewide reporting of information about student disciplinary events that occur in each LSS in Maryland. All incidents that result in a suspension or expulsion will be included in this reporting system.

The statewide disciplinary data system uses the terms, categories, and definitions contained on the following pages, to define both offenses and dispositions. Local school systems may use additional or different categories of offenses and/or dispositions, but must provide for consistent conversion of local data when reporting it into the State system.

Discipline Records are information which supports or verifies the suspension or expulsion of a student; at a minimum, this information must include a description of the student's behavior that resulted in disciplinary action, and a copy of the correspondence sent to the parent(s) informing them of the student's suspension or expulsion. (Note: "reportable offenses" are specifically excluded from being part of the student record.)

- Discipline Records must include suspension, including in-school suspension and expulsion information. At a minimum this should be a description of the behavior and copies of parental letters. Other types of disciplinary measures may be included at the discretion of the LSS.
- Discipline Records must be maintained until the student graduates or completes his/her education program or the student becomes 21 years of age.
- Discipline Records must be sent to other schools or school systems when a student transfers. If "Other Disciplinary Information" exists in the student record at the time a transfer request is received, that information should also be transferred.

Other Disciplinary Information includes information regarding actions other than suspension or expulsion taken to correct the student's behavior, and information describing the student's behavior that resulted in disciplinary action. This information may include: office referrals, detentions, etc.

- The format and storage of "Other Disciplinary Information" is at the discretion of the LSS. The information may be stored in "raw" form or transferred onto a "log" for the student and kept with the student's general education record or maintained in a separate folder. This information is part of the student's education record regardless of its form or storage location.
- Local school systems should consider a judicious review of the appropriateness of maintaining "Other Disciplinary Information" when a student moves from elementary to middle school or from middle to high school. Local school systems should establish policies and/or procedures for the retention of "Other Disciplinary Information" beyond the current school year.

INTRODUCTION (cont.)

Local school systems are to report suspension and expulsion data annually on or before September 1 to the Maryland State Department of Education, Division of Assessment and Accountability, Information Management Branch. Once the data have been received at MSDE, reports will be printed for LSS verification. The local superintendent of schools will then be required to sign a form stating agreement with the reported information. Any discrepancies will be reconciled prior to sign-off.

FILE STRUCTURE

Data Item	Length	Position	Type	Valid Codes
Local School System	2	01-02	N	01-23,30
School	4	03-06	N	Valid MSDE number
Student ID Number	10	07-16	A	Locally defined
Social Security Number	9	17-25	N	
Race	1	26	N	1-5
Blank	5	27-31		Blank
Gender	1	32	N	1-2
Date of Birth	8	33-40	N	YYYYMMDD
Grade	2	41-42	N	
Disability Code*	2	43-44	N	01-10, 12-15
Offense Code	3	45-47	N	
Date of Offense	8	48-55	N	YYYYMMDD
Disposition Code	3	56-58	N	
Length of Removal	3	59-61	N	001-180

*All data items are required, except Disability Code. This item is required only for students with disabilities.

Instructions for Submission of Data

1. All files must be in ASCII format.
2. All numeric data are to be right justified and zero filled to the left.
3. All data items are required, with the exception of the Disability Code. This data item is required only for incidents involving students identified as students with disabilities at the time of the offense.
4. A separate record must be reported for each offense involving any student enrolled in the school system July 1 through June 30. The offenses may occur in school, on school property, at school sponsored activities, or on school-provided transportation, etc.

FILE STRUCTURE

Instructions for Submission of Data (cont.)

5. If there is an occurrence for which a student was disciplined for more than one reason, select only the most serious reason to be reported. For example, if a student was disciplined because he/she cut class and started a fight and was later found to have tobacco in his/her possession, only one offense may be reported, not all three. If school staff determined that fighting was the most serious offense that would be the only offense reported to MSDE.
6. LSS personnel who encounter situations where the offense is difficult to code using the State definitions may seek clarification and guidance from MSDE, Division of Student, Family, and School Support.

DATA DEFINITIONS

Local School System	Two digit State designation of your LSS.
School Number	The four digit number assigned to the school building. A list of valid school numbers for each LSS will be supplied by MSDE-DAA upon request.
Student ID Number	The number assigned by the LSS - any combination of letters and numbers but no more than ten characters, right aligned. If fewer than ten characters are used, zero fill remaining positions to the left. If a student has multiple disciplinary records, each record must contain the same student identification number. This number must be the same as the Student ID Number used to report MD report card data.
Social Security Number	Report for all students. For students with no social security number, provide a pseudo number with a "9" in the first digit, the school system code in the next two digits, and a unique sequential number in the last six digits. This number must be the same as used to report MD report card data.
Race	The racial/ethnic group as defined on page B-2 and B-3 of this manual. 1 - American Indian/Alaskan Native 2 - Asian/Pacific Islander 3 - African American (not of Hispanic origin) 4 – White (not of Hispanic origin) 5 – Hispanic
Blank	This space will be used for future expansion of the race/ethnicity codes.
Gender	1 - Male 2 – Female
Date of Birth	List the four digit year and two digit month and day to indicate the student's birth date.
Grade	As defined on page B-6 of this manual.
Disability Code	Major category of disability under which the student needs special education services as defined by United States Department of Education (USDE) and COMAR. 01 - Mental Retardation 02 - Hard of Hearing 03 - Deaf 04 - Speech/Language Impairments 05 - Visual Impairments 06 - Emotional Disturbance 07 - Orthopedic Impairments 08 - Other Health Impairments

DATA DEFINITIONS (cont.)

Disability Codes	09 - Specific Learning Disabilities 10 - Multiple Disabilities 12 - Deaf-Blindness 13 - Traumatic Brain Injury 14 - Autism 15 - Developmental Delay
Exclusion Codes	The code that best describes the reason for the exclusion: 001 Immunizations 002 Personal Health
Offense Codes	The offense code that best describes the incident for which a student was disciplined: 101 Class Cutting 102 Tardiness 103 Truancy 201 Alcohol 202 Inhalants 203 Drugs 204 Tobacco 301 Firearms 302 Other Guns 303 Other Weapons 401 Physical Attack-Teacher/Staff 402 Physical Attack-Student 403 Verbal or Physical Threat-Teacher/Staff 404 Verbal or Physical Threat-Student 405 Fighting 406 Extortion 407 Bullying 408 Serious Bodily Injury 501 Arson/Fire 502 False Alarm/Bomb Threat 503 Explosives 601 Sexual Assault 602 Sexual Harassment 603 Sexual Activity 701 Disrespect 702 Insubordination 703 Harassment 704 Classroom Disruption 705 Inciting/Participating in Disturbance 801 Academic Dishonesty/Cheating 802 Portable Communication Devices 803 Theft 804 Trespassing 805 Unauthorized Sale or Distribution 806 Vandalism/Destruction of Property 807 Refusal to Obey School Policies

DATA DEFINITIONS (cont.)

Offense Codes	<p>IDEA defines firearms and drug disciplinary offenses differently from the MSDE definition. The following codes can only be reported for students with disabilities when weapons or drugs are involved:</p> <p>891 Sells or Solicits Sale of Controlled Substance - Controlled substance means a drug or other substance identified under the schedules of controlled substances in 21 U.S.C. §812; 21 C.F.R. pt. 1308.</p> <p>892 Possesses or Uses Illegal Drugs - Illegal drugs are defined as a controlled substance but do not include a substance that is legally possessed, used under the supervision of a licensed health-care professional, or used under any other authority under the Controlled Substance Act or under any other provision of federal law.</p> <p>893 Bringing or possessing a firearm onto school property or to a school-sponsored activity - Firearm means a weapon, device, instrument, material, or substance (animate or inanimate), that is used for, or is readily capable of, causing death or serious bodily injury. Firearm does not include a pocket knife with a blade less than 2 ½ inches in length. (See 18 U.S.C. §930) (COMAR 13A.08.01.12)</p>
Date of Offense	<p>The eight digit number indicating the date on which the offense which required disciplinary action occurred. (Example: February 3, 2001 is reported as 20010203).</p>
Disposition Code	<p>The code that best describes the action taken in response to the offense, refer to page E-9 of this section for additional information regarding these codes:</p> <p>910 Out-of-School Suspension</p> <p>911 Out-of-School Suspension—educational services provided</p> <p>912* Out-of-School Suspension—misconduct determined to be manifestation of disability</p> <p>913 Out of School Suspension – educational services offered and rejected by student</p> <p>920* 45 School Days Unilateral Removal</p> <p>930* Placement Determined by Hearing Officer</p> <p>940 Expulsion—educational services provided</p> <p>941 Expulsion—educational services rejected (withdrawn)</p> <p>942 Expulsion—no educational services provided (withdrawn)</p> <p>950 Returning to school after health exclusion</p> <p>960 In-school suspension</p> <p>*Valid codes for students with disabilities only</p>
Length of Removal	<p>The number of days the student was removed from his/her then current placement.</p>

OFFENSE CODE DEFINITIONS

Health-Related Exclusions

Exclusions of students from school for the following reasons are to be recorded and reported along with the suspension data for each LSS, but are not counted as suspensions in the statewide data system.

- | | | |
|------------|------------------------|---|
| 001 | Immunizations | Failure of the parent or guardian to abide by the health regulations regarding immunization schedules, or failure to provide evidence of appropriate immunizations. (COMAR 10.06.04.03). |
| 002 | Personal Health | Conditions that present a clear and direct health risk to others. Examples include head lice, active, untreated tuberculosis, or measles. Determination for exclusion is made by health officer or carried out by the school principal or other appropriate school official. (COMAR 10.06.01.06). |

ATTENDANCE

- | | | |
|------------|----------------------|---|
| 101 | Class Cutting | Unlawfully absent from a class or a school activity. |
| 102 | Tardiness | Late to school or class. |
| 103 | Truancy | Unlawfully absent from school or classes for a school day or a portion of the school day. |

DANGEROUS SUBSTANCES

- | | | |
|------------|------------------|---|
| 201 | Alcohol | Possession, use, or showing evidence of use, sale, or distribution of any alcoholic substances. |
| 202 | Inhalants | Possession, use, or showing evidence of use, sale, or distribution of any inhalants or other intoxicants. |
| 203 | Drugs | Possession, use, or showing evidence of use, sale, or distribution of controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alike drugs, and substances represented as controlled substances or drug paraphernalia (unless documentation on file that student may self-carry). |
| 204 | Tobacco | Possession, use, sale, or distribution of tobacco or tobacco products. |

OFFENSE CODE DEFINITIONS (cont.)

WEAPONS

- | | | |
|------------|----------------------|--|
| 301 | Firearms | Possession of a firearm as defined in 18 U.S.C. §921. Examples include handguns, rifles, shotguns, and bombs. |
| 302 | Other Guns | Possession of any type of gun, other than a firearm, loaded or unloaded, operable or inoperable. This may include any object that is a look-alike of a gun or firearm. (e.g., B-B guns, pellet guns, water guns) |
| 303 | Other Weapons | Possession of any implement that could cause or is intended to cause bodily harm, other than a firearm or other gun. |

ATTACK/THREATS/FIGHTING

- | | | |
|------------|--|---|
| 401 | Physical Attack - Teacher/Staff | Physically attacking an employee of the school system or other adult, including striking a staff member who is intervening in a fight or other disruptive activity. |
| 402 | Physical Attack - Student | Physically pushing, hitting or otherwise attacking another student. |
| 403 | Verbal or Physical Threat to Teacher Staff, or Others | Threatening or aggressive language or gestures directed toward a staff member or anyone other than a student. |
| 404 | Verbal or Physical Threat to Student | Threatening or aggressive language or gestures directed toward another student. |
| 405 | Fighting | A physical confrontation involving two or more students. |
| 406 | Extortion | The process of obtaining property from another, with or without that person's consent, by a wrongful use of force, fear or threat. |
| 407 | Bullying | Intentional negative actions on the part of one or more students, repeatedly and over time, that interfere with a student's ability to participate in or benefit from the school's education programs. |
| 408 | Serious Bodily Injury | (IDEA at 20 U.S.C. § 1415 (k)(7)(D) references the definition for "serious bodily injury" from 18 U.S.C. § 1365 (h)(3) means bodily injury which involves (a) substantial risk of death; (b) extreme physical pain; (c) protracted and obvious disfigurement; or (d) protracted loss or impairment of a function of a bodily member, organ or mental faculty. |

OFFENSE CODE DEFINITIONS (cont.)

ARSON/FIRE/EXPLOSIVES

- | | | |
|------------|-------------------------------------|---|
| 501 | Arson/Fire | Attempting to set, aiding in setting, or setting fire to a building or other property. |
| 502 | False Alarm/
Bomb Threat | The conveyance of threats or false information concerning the placement of explosive or destructive substances. Initiating a report warning of a fire or other catastrophe without cause in person or by phone. Misuse of 911. Discharging a fire extinguisher. |
| 503 | Explosives | Possession, sale, distribution, detonation, or threat of detonation of an incendiary or explosive material or device including firecrackers, smoke bombs, flares or any combustible or explosive substance or combination of substances or articles, other than a firearm. <i>See</i> 18 U.S.C. §921. |

SEX OFFENSES

- | | | |
|------------|--------------------------|--|
| 601 | Sexual Assault | Physical sexual attack on school system staff or another student. |
| 602 | Sexual Harassment | Unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature, directed toward others. |
| 603 | Sexual Activity | Inappropriate behavior of a sexual nature, including indecent exposure, consensual sex, and other sexual activity not identified as sexual assault or harassment. |

DISRESPECT/INSUBORDINATION

- | | | |
|------------|---|---|
| 701 | Disrespect | Inappropriate comments or physical gestures to teachers, staff members, or others. |
| 702 | Insubordination | Refusing to follow directions of teachers, staff, or administrators. |
| 703 | Harassment | Intentional negative actions on the part of one or more students that cause discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics, and that interfere with a student's ability to participate in or benefit from the school's educational programs. |
| 704 | Classroom
Disruption | Behavior that interferes with the learning of others in a classroom or other learning environment. |
| 705 | Inciting/
Participating
in Disturbance | Preventing orderly conduct, or otherwise causing a disruption to the atmosphere of order and discipline in the school necessary for effective learning, other than classroom disruption. |

OFFENSE CODE DEFINITIONS (cont.)

OTHER

801	Academic Dishonesty/ Cheating	Academic dishonesty through cheating, copying, forging signature of teacher and/or parent, plagiarizing, or altering records, or assisting another in such actions.
802	Portable Communication Devices	Possession or use of any electronic device carried, worn, or transported by a student to receive or communicate messages.
803	Theft	Taking or obtaining property of another without permission and/or knowledge of the owner.
804	Trespassing	Unauthorized presence on school property, including while on suspension.
805	Unauthorized Sale or Distribution	Unapproved sale or distribution of items not otherwise defined in the suspension codes.
806	Vandalism/ Destruction of Property	Damage, destruction, or defacement of property belonging to the school or others.
807	Refusal to Obey School Policies	Failure to comply with school rules, regulations, policies, and/or procedures, not otherwise defined in the suspension codes.

DISPOSITION CODE DEFINITIONS

Only one disposition code is to be reported for each incident in which a student is involved. Students with disabilities may be included in any of these categories, but disposition codes 912, 920, and 930 may **only** be used for students with disabilities.

- 910** Out-of-School Suspension, no education services are provided.
- 911** Out-of-School Suspension with educational services provided excluding 45-school days unilateral removal of students with disabilities and hearing officer removal.
- 912*** Out-of-School Suspension - for a student with disabilities for which it was subsequently determined that the misconduct was related to the student's disability. The student was immediately returned to school. In the past, such suspensions were expunged from the student's record. However, such suspensions will no longer be expunged due to the requirement to maintain this data. The actual number of school days the student was removed from the current placement prior to the manifestation determination meeting shall be reported as days suspended.
- 913** Out-of-School Suspension – educational services offered and rejected by student
- 920*** 45-School Days Unilateral Removal - School administrators, not the IEP team, order the removal of a student with disabilities from his/her current educational placement to an appropriate interim alternative educational setting for the same amount of time that children with disabilities would be subject to discipline, but for not more than 45 school days if the student carries a weapon, knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school or a school function.
- 930*** Placement Determined by Hearing Officer - Those instances in which an impartial hearing officer (administrative law judge or court order) orders the removal of children with disabilities from their current educational placement to an appropriate alternative educational setting for not more than 45 school days based on the hearing officer's determination that the public agency has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child and youth or to others.
- 940** Expulsion - alternative educational services provided (excludes 45-day unilateral removal of students with disabilities and hearing officer removal).
- 941** Expulsion - parents/students did not avail themselves of recommended educational services (student is considered withdrawn from school).
- 942** Expulsion - the expulsion process has taken place and no alternative educational services provided (student is considered withdrawn from school). Not a valid code for students with disabilities.
- 950** Returning to school after health exclusion
- 960** In-School Suspension - The exclusion within a school building of a student from the student's regular education program for disciplinary reasons not to exceed 10 school days.

* Valid codes for students with disabilities only.

RECONCILING LOCAL SCHOOL SYSTEM DIFFERENCES

Local school systems may utilize certain offenses codes that are not included among those listed in the statewide system. These 34 offenses and their definitions are designed to facilitate consistent conversion in such cases. Using the guidelines and examples below, it should be possible in every case to readily determine the best statewide offense code to use when reporting the information.

The primary guideline for LSSs to follow is that the specific circumstances of the offense will determine its code in the State system. Certain offenses identified by some local systems may involve a variety of specific offenses under a general heading. An example is provided by the offense *misuse of technology*. This offense is listed in the codes of discipline in some LSSs, but is not included in the statewide system. Instead, the nature of the specific misuse of technology in each suspension should determine how the offense is coded. For example, if the student employed a computer to change a grade, the offense would be coded as Academic Dishonesty/Cheating. If property or software were damaged, the offense would be coded as Vandalism/Destruction of Property.

Other offense codes in LSSs may be more specific than the State codes. When this situation occurs, the definitions in the State code should offer clear guidance on coding the offense for State reporting; the local offense may even be listed as part of the definition in the State code. A good example is *indecent exposure*, which is listed as a separate offense by some systems. The statewide code to use would be Sexual Activity. Likewise, the local offense *plagiarism* becomes Academic Dishonesty/Cheating in the State system.

Certain discipline infractions listed by LSSs may ordinarily involve a consequence other than suspension, and are omitted for this reason from the statewide system. An example of this situation is provided by the offense, *dress code violation*. This offense is not listed in the statewide system. If a student is disciplined for a dress code violation, the offense should be coded as Refusal to Obey School Policies. Other *low intensity* offenses (e.g. chewing gum during class) that do not readily fit into one of the more specific State codes should also be coded in this manner.

A number of additional offenses were identified but are not incorporated into the statewide discipline data system. If these offenses result in disciplinary action and are used locally, they should be coded as follows when reporting data to MSDE:

- 1. Bus Misbehavior** Code for the specific offense that was committed on the bus.
- 2. Defamation** Code as Bullying, Harassment, Disrespect or Verbal or Physical Threat as appropriate.
- 3. Hazing** Code as Bullying, Harassment, Verbal or Physical Threat, or possibly Physical Attack or Extortion as appropriate.

RECONCILING LOCAL SCHOOL SYSTEM DIFFERENCES (cont.)

- | | |
|--------------------|--|
| 4. Stalking | Code as Bullying, Harassment, Verbal or Physical Threat, Physical Attack or Extortion. |
| 5. B-B Guns | Code as Other Guns (302) and do not report other guns as firearms on Firearms Incident Report. |

Section F:

Records Retention



STATE MINIMUM STANDARDS FOR RETENTION OF STUDENT RECORDS

Because of the need to retrieve records for individuals who at some time have been enrolled in the public schools of Maryland, minimum standards for record retention have been established.

- A. Guidelines and standards for the retention and disposition of student records maintained under this title shall be those adopted in the *Records Retention and Disposition Manual for Public School Systems of Maryland*, current edition, and subsequent revisions.**
- B. Individual student records not required or specifically regulated by other State or local regulations shall be destroyed when they no longer serve legitimate education purposes, subject to the following exceptions:**
- (1) The LSS or educational institution may not destroy any student record if there is an outstanding request to inspect and review them under COMAR 13A.08.02.13;
 - (2) Explanations placed in the education record under COMAR 13A.08.02.15 shall be maintained as provided in COMAR 13A.08.02.15D; and
 - (3) The record of access required under COMAR 13A.08.02.20 shall be maintained for as long as the education record to which it pertains is maintained.
- C. Records Retention Schedule for Records Prescribed by the Maryland State Department of Education**

Form Number	Record Title or Description	Retention Period
<i>Obsolete Student Record Cards:</i>		
CR-1	Achievement and Attendance Record	Permanent
CR-5	Permanent Record, Elementary School	Permanent
	Other Pupil Records Prior to 1957 Similar to CR-1 and CR-5	Permanent
PDS-1	Personal and Family Information	Permanent
PDS-2	Subject Performance Information	Permanent

STATE MINIMUM STANDARDS FOR RETENTION OF STUDENT RECORDS (cont.)

Form Number	Record Title or Description	Retention Period
<i>Current Student Record Cards:</i>		
SR-1	Personal Data	Permanent*
SR-2	Annual School Performance Data Summary, Grade Levels Prek.-8	Student -Age 21
SR-3	Annual Secondary School Performance Data Summary, Grade Levels 9-12	Permanent*
SR-3A	Supplemental	Student-Age 21
SR-3B	High School Assessment Performance Summary	Student-Age 21
SR-4	Test Information	Student -Age 21
SR-5	Health Screening, Examinations and Evaluations Immunization Records Blood Lead Certificate	Student -Age 21
SR-7	Maryland Student Transfer Record	3 Years
Discipline Records		Graduation or Completion of High School Program Or Age 21
Statewide Educational Interview Form		1 Year
Information Required for Students with Disabilities		
	Individualized Education Programs (IEP)	6 Years
	Special Service Information Systems (SSIS) Form	6 Years
	Assessment Reports	6 Years
	IEP Team Meeting Summary Sheets and Notes	6 Years
	Medical Assistance Records	6 Years

*Transfer periodically to the State Archives.

Section G:

Glossary



GLOSSARY OF TERMS USED IN THE MARYLAND STUDENT RECORDS MANUAL

Absence – Nonattendance of a student on a day or half day when school is in session. This is counted to the nearest half-day or half-session.

Academic Withdrawal (W31) - A valid code used when a student 16 years of age or older drops out of school due to lack of academic success, including low grades and/or grade retention.

Active Membership Status - The membership status of students who have attended classes during a given school term and have not withdrawn or been assigned to inactive status due to being absent for a given number of consecutive days.

ADA - *See* Average Daily Attendance

ADM - *See* Average Daily Membership

Address of Guardian - Student record card item. The address of the guardian if different from student's residence address.

Advanced Placement Course - A course intended to provide upper-grade secondary school students with college-level instruction to enable them, frequently upon the successful completion of an examination, to bypass the usual initial college course in this subject-matter area and begin their college work with a more advanced course and possibly with some college credit.

Advanced Placement Test - An examination to measure the achievement of a student in a subject-matter area which may qualify him/her to bypass the usual college work with a more advanced course and possibly with some college credit.

African American (not of Hispanic origin) – *See* Black (not of Hispanic origin)

Aggregate Days Attendance - The sum of the days present (actually attended) of all students when school is in session during a given reporting period. Only days on which the students are under the guidance and direction of members of the school staff are considered as days in attendance.

Aggregate Days Membership - The sum of the days present and absent of all students when school is in session during a given reporting period. Only days on which students are under the guidance and direction of members of the school staff should be considered as days in session.

American Indian or Alaskan Native - A racial/ethnic classification designated by the Office for Civil Rights. A student having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

GLOSSARY OF TERMS USED IN THE MARYLAND STUDENT RECORDS MANUAL

Asian Pacific Islander - A racial/ethnic classification designated by the Office for Civil Rights. A student having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. (e.g., this includes, China, India, Japan, Korea, the Philippine Islands, and Samoa.)

Attendance - The presence of a student on days when school is in session. A student may be counted present only when he is actually at school or is present at another place at a school activity that is sponsored by the school, is a part of the program of the school, and is personally supervised by a member of the school staff. This may include independent study, work-study programs, field trips, athletic contests, music festivals, student conventions, instruction for homebound students, and similar activities when officially authorized under policies of the local school board. It does not include "making up" schoolwork at home, or activities supervised or sponsored by private groups or individuals.

Attendance Register - A record containing information such as (a) the names of students who have entered or are expected to enter a class or school; (b) identification information about each student such as sex, date of birth, and address; and (c) information concerning his entry or re-entry, membership, attendance, absence, tardiness, and withdrawal.

Average Class Size - The total membership of classes of a given type, as of a given date, divided by the number of such classes.

Average Daily Attendance (ADA) - The aggregate days attendance of a given school during a given reporting period divided by the number of days school is in session during this period. Only days on which the students are under the guidance and direction of teachers are considered as days in session. The reporting period is generally a given regular school term. The average daily attendance for groups of schools having varying lengths of terms is the sum of the average daily attendances obtained for the individual schools. For purposes of obtaining statistical comparability only, student-staff ratios involving kindergarten and prekindergarten students attending a half-day session are computed as though these students are in attendance for a half day. The average daily attendance of children and youth residing in institutions for neglected or delinquent children or in adult correctional institutions should be reported according to provisions of the applicable legislation.

Average Daily Membership (ADM) - The aggregate days membership of a given school during a given reporting period divided by the number of days school is in session during this period. Only days on which the students are under the guidance and direction of members of school staff should be considered as days in session. The reporting period is generally a given regular school term. The average daily membership for groups of schools having varying length of terms is the sum of the average daily memberships obtained for the individual schools. For purposes of obtaining statistical comparability only, student-staff ratios involving kindergarten and prekindergarten students attending a half-day session are computed as though these students are in membership for a half day.

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Average Length of Term in Days - For the State as a whole, the aggregate days attendance for the State divided by the average daily attendance for the State.

“AYP” - Adequate yearly progress as specified in the No Child Left Behind Act of 2001, 20 U.S.C. §6301 et seq. and as implemented by MSDE.

Birth Date - Student record card item. Must be numeric in eight digits and in month, day, and year order.

Black (not of Hispanic origin) - A racial/ethnic classification designated by the Office of Civil Rights. A student having origins in any of the black racial groups of Africa.

Board of Education - The elected or appointed body vested with responsibilities for authorizing, financing, and evaluating the educational activities in a given school system, school, or geographic area. Such bodies sometimes are known by terms such as school boards, governing boards, boards of directors, school committees, and school trustees. This definition relates to the general term and encompasses the boards of both public and nonpublic institutions and school systems.

Child Care Center – Child care provided in a facility, usually non-residential, for part or all of the day that provides care to children in the absence of the parent. The centers are licensed by the Maryland Department of Human Resources/Child Care Administration.

Class - A group of students assigned to one or more teachers or other staff members for a fixed period of time for instruction or other activity in a situation where the teacher(s) and the students are in the presence of each other.

Cost Per Student (Pupil) (CPP) - Current expenditures for a given period of time and/or for given programs, divided by an appropriate student unit of measure such as average daily attendance, or students in average daily membership.

Court Action Withdrawal (W38) - A valid withdrawal code used when a student is committed by court order to an institution without an educational program.

Date of Entry - For students continuing in the same school or transferring to a school within the same LSS because of an administrative decision, promotion, or change of residence, and for those registering for enrollment prior to the opening of school in the fall, the date of entry is recorded as the first day of school in the regular August/September-to-June school term. If such students do not enter on the first day as expected, they are marked absent during August/September until they do report to school. On the other hand, students not expected for enrollment in the fall who enter on or after the first day, and for those who have been enrolled elsewhere during the current regular term prior to enrollment in this school, that date of entry is the date they attend class for the first time in the school.

GLOSSARY OF TERMS USED IN THE MARYLAND STUDENT RECORDS MANUAL

Date of Withdrawal from Membership - The first day after the last day of attendance, if known; otherwise, the date of withdrawal is considered to be the date on which it becomes known officially that the student left. (For the purposes of data collected on the number of students in membership as of September 30, in the case of students with prolonged absence during September and who are not in attendance on September 30, every effort should be made by school officials to determine reasons for the continued inclusion of such students in the September 30 membership count; in the absence of supporting evidence these students must be withdrawn using a date prior to October 1. (e.g., if court proceedings have been initiated for non-attendance, the student must remain on the membership roll.)

Days Absent/Present - Student record card item. The days absent or present for the year-to-date for a student as recorded in the Student Attendance Register or comparable source.

Death Withdrawal (W43) - A valid withdrawal code used to record the death of a student.

Designated School Health Professional - A physician, certified nurse practitioner, and/or registered nurse with experience and/or special training in working with children and families in community or school health programs and practices in coordination with the current medical and nursing standards of care.

Discipline Withdrawal (W32) - A valid withdrawal code used when a student, 16 years of age or older, volunteers or initiates the withdrawal from school due to continual disciplinary problems as documented by multiple office referrals and/or suspensions but has not been formally expelled from school.

Dropout - A student who leaves school for any reason except death before graduation or completion of a Maryland-approved education program (including special education program) and is not known to enroll in another school or State-approved program during the current school year. The term "dropout" is used most often to designate an elementary or secondary school student who has been in membership during the regular school term and who withdraws from membership before graduating from secondary school (grade 12) or before completing an equivalent program of studies. Such an individual is considered a dropout whether his/her dropping out occurs before or after he/she has passed the compulsory school attendance age and, where applicable, whether or not he/she has completed a minimum required amount of school work. The term "dropout" is used synonymously with the term "discontinuer." Causes of dropping out of school include: illness, marriage, employment, military service, academics, discipline, lack of interest, court action, economic reasons, expulsion, immaturity, pregnancy, parenting, whereabouts unknown, and special cases. Explanations of these causes for dropping out can be found in the Pupil Attendance Register.

GLOSSARY OF TERMS USED IN THE MARYLAND STUDENT RECORDS MANUAL

Dual Enrollment School - The school where students receive instruction during a portion of the school day but not the school building where they report at the beginning of the school day and/or from which they are dismissed at the conclusion of the school day (not the school of record for daily attendance purposes.) Students in dual enrollment are marked present for the full day.

Early Care and Education Experience – Early care experience 12 months prior to student entering kindergarten.

Early Learning Outcomes for Prekindergarten and Kindergarten – Student performance information on 30 indicators of learning for the first grading period in kindergarten.

Economic Reasons for Withdrawal (W38) - A valid withdrawal code used when a student age 16 or older leaves school due to lack of financial resources and/or lack of family support or has caretaker responsibility for the extended family, excluding his/her own children, as documented by a social agency.

Elementary School - A school classified as elementary by State and local practice and composed of any span of grades not above grade 8. A preschool or kindergarten school is included under this heading only if it is an integral part of an elementary school or a regularly established school system.

Employment Withdrawal (W34) - A valid withdrawal code used when certified by documentation of employment and the student is unwilling to remain in a regular or alternative educational program.

Enrollment - The total number of original entries in a given school unit. In a given state, this is the total number of original entries in public schools plus the total number of original entries in nonpublic schools.

Entrance - Student record card item. The entry status, entry type, and date of entry of the student in the local school attendance system or comparable source. Codes are printed in the lower portion of SR Card 1, Side 2.

Even Start – Parenting and family literacy programs operated by local school systems as well as non-governmental agencies.

Evidence of Birth - Student record card item. Document submitted as evidence of date of birth. Includes, but is not limited to: birth certificate or registration, hospital certificate, physician's certificate, baptismal or church certification, parent's affidavit, family bible, or passport/visa.

Evening High School Student - A student who attends the majority of his classes during the evening hours.

GLOSSARY OF TERMS USED IN THE MARYLAND STUDENT RECORDS MANUAL

Expulsion – The removal of the student from the student’s regular school program by school authorities for disciplinary reasons.

Expulsion 16 and Over (W46) - A valid withdrawal code used when a student age 16 or older is required to withdraw from school for disciplinary reasons at the direction of school authorities.

Expulsion Under 16 (W40) - A valid withdrawal code used when a student under 16 years of age is required to withdraw from school for disciplinary reasons at the direction of school authorities.

Final Grade - Student record card item. The cumulative mark the student earned while enrolled in each subject. For two-semester subjects, the average of the first and second semester marks must be given. For one-semester subjects, the final mark would be the same as the semester mark. (LSS published grading policy, if different from above.)

Family Child Care – Regulated care given to a child younger than 13 years old, in place of parental care for less than 24 hours a day, in a residence other than the child’s residence and for which the provider is paid. Family Child Care is regulated by the Maryland State Department of Education/Division of Early Childhood Development.

FTE - *See* full-time-equivalency

Full-day Session - A school session that contains the minimum number of hours recommended by the State education agency for a full day of attendance in a given elementary or secondary grade other than kindergarten or prekindergarten.

Full-time-equivalency (FTE) - The amount of time for less than full-time activity divided by the amount of time normally required in a corresponding full-time activity. Full-time-equivalency usually is expressed as a decimal fraction to the nearest tenth.

GED (General Educational Development) – The GED tests offer an alternative and acceptable way for an individual 16 years or older to earn a high school diploma by examination. The GED tests include writing skills, social studies, science, mathematics, and interpreting literature and the arts. Successful completion of the GED tests results in the awarding of a Maryland high school diploma by examination.

Gender of Student - Student record card item. Male or female.

Grade/Grade Level - That portion of a school program that represents the work of one regular school term, identified by a designation such as kindergarten, grade 1 or grade 12.

GLOSSARY OF TERMS USED IN THE MARYLAND STUDENT RECORDS MANUAL

Graduate - A student who completes his/her program of study at the secondary level and satisfies the graduation requirements for a Maryland High School Diploma or a Maryland High School Certificate. This includes any student receiving a diploma as a result of the completion of a State-approved regular or alternative secondary school, and any student with a disability who cannot meet the requirements for a diploma and is awarded a Maryland High School Certificate. This does not include any student leaving school and completing a GED or other State-approved high school equivalency program.

Graduation - Formal recognition given to a student for the successful completion of a prescribed program of studies.

Graduation Requirements Credits - Student record card item. The credit earned at each grade level for each subject area. All credits should be entered annually. At the time a student completes his/her program, the number of credits earned in each subject area should be recorded in the column headed "Total." All credits earned in any subject field not listed should be recorded as a subject on the lines below "Other." Include all other credits earned with the credits earned during the regular session. Evening high school credits should be included with the grade level in which earned.

Habitual Truant - A student is a habitual truant if he/she has been in membership in a school for 91 or more days in a school year and he/she is unlawfully absent from school for a number of days or portion of days in excess of 20 percent of the school days within any marking period, semester, or year. A LSS has the prerogative of defining habitual truancy in a more, but not less, stringent manner (e.g., unlawful absences in excess of 15 percent of the school days.)

Head Start Program – A federal pre-school program for 2 to 5 year olds from low income families; funded by the US Department of Health and Human Services and licensed by the Maryland Department of Human Resources/Child Care Administration and/or local boards of education.

High School Completion - (1) Satisfactory completion of a recognized secondary school curriculum (usually four years) leading to a diploma; (2) Any satisfactory combination of day and evening high school courses that fulfills the time/activity requirements set by the State for a four-year high school diploma; (3) Satisfactory completion of a recognized special education program leading to a Maryland High School Certificate.

High School Diploma - A formal document certifying the successful completion of a prescribed secondary school program of studies.

HIPPY – Home Instruction for Parents of Preschool Youngsters. A school readiness/home visiting program for families with children ages 3, 4, and 5 years of age.

Hispanic - A racial/ethnic classification designated by the Office of Civil Rights. A student of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

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Home/Informal Care – Care by parent(s) or a relative.

Home Schooling - The provision of regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age by a parent/ guardian in the home setting. *See* COMAR 13A.10.01.

Home and Hospital Instruction - The provision of short-term itinerant instructional services by a LSS to disabled or non-disabled students in a setting other than school premises. The service is provided for both disabled and non-disabled students in accordance with current regulations.

ID Number - Student record card item. A number, not to exceed ten digits, assigned by the local district as a unique identifier for each student enrolled.

Illness Withdrawal (W30) - A valid withdrawal code used when a student must withdraw from school due to an illness of such severity that it would preclude the implementation of any education program (e.g., home/hospital instruction). A medical certification shall be required specifying the nature of the illness and the approximate length of time the student will be withdrawn.

Immaturity Withdrawal (W41) - A valid withdrawal codes used when a student under age six is not mature enough for school. Used in prekindergarten, kindergarten, and first grade, with appropriate documentation.

In-School Suspension - The exclusion within the school building of a student from the student's regular education program for disciplinary reasons by the school principal not to exceed 10 school days. *See* COMAR 13A.08.01.11.

Instruction - The activities dealing directly with the teaching of students and/or with improving the quality of teaching.

Kindergarten Student - For the purposes of the September 30 membership report, all regular kindergarten students who are at least 5 years of age, as of September 30 in school year 2005-2006 or September 1 in school year 2006-2007 and beyond and, in addition, all students with disabilities who are at least 5 years of age and not yet 6 years of age on or before September 30 in school year 2005-2006 or September 1 in school year 2006-2007 and beyond of the year in which he/she applies for entrance, are considered kindergarten students.

GLOSSARY OF TERMS USED IN THE MARYLAND STUDENT RECORDS MANUAL

Kindergarten Class - A group or class that is organized to provide educational experiences for children for the year immediately preceding the first grade. A kindergarten class may be organized as a grade of an elementary school or as part of a separate kindergarten school. In some LSSs these groups may be call preprimary, junior primary, or primary.

Lack of Interest Withdrawal (W33) - A valid withdrawal code used when a student, 16 years of age or older, drops out of school due to lack of personal motivation or interest in continuing his/her education.

Lawful Absences - The following is a list of lawful absences (codes 1-10): death in the immediate family, illness of the student, court summons, hazardous weather conditions, approved work, observance of a religious holiday, State emergency, suspension, lack of authorized transportation, and other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.

Legal Name - Student record card item. Full legal name in the following order: last, first, middle, and suffix. Name as recorded on birth certificate or court order.

Length of Term in Days - The number of days that school was actually in session during the year. Only days on which the school is open and the students are under the guidance and direction of school staff in the teaching process should be considered as days in session. On some days the school building itself may be closed and the student body as a whole engaged in school activities outside the school building under the guidance and direction of school staff. Such days should be considered as days in session. Days on which school is closed for such reasons as holidays, teachers' institutes, and inclement weather should not be considered as days in session. (This should be the length of term used for computing ADA and ADM.)

Local School System (LSS) - An education agency at the local level that exists primarily to operate schools or to contract for educational services. In Maryland this term means any of the 24 local public school systems within the State.

Marriage Withdrawal (W35) - A valid withdrawal code used when a student drops out of school due to marriage, certified by documentation.

Membership - The number of students on the current roll of a class or school as of a given date. A student is a member of a class or school from the date he/she arrives at school and is placed on the current roll until he/she permanently leaves the class or school for one of the causes recognized as sufficient by the State. Membership is obtained by adding the total original entries and the total re-entries and subtracting the total withdrawals; it may also be obtained by adding the total number present and the total number absent. This term is also known as the number belonging.

GLOSSARY OF TERMS USED IN THE MARYLAND STUDENT RECORDS MANUAL

Middle School - A separately organized and administered school with a program designed specifically for the early adolescent learner usually beginning with grade 5 or 6 and extending through grade 8.

Military Service Withdrawal (W36) - A valid withdrawal code used when a student drops out of school to join the military service, certified by documentation.

National School Lunch Program - A program whereby the Secretary of Agriculture assists State education agencies through grants-in-aid and other means to establish, maintain, operate, and expand school lunch programs in all schools making application for assistance and agreeing to operate a nonprofit lunch program in accordance with regulation of the National School Lunch Act, as amended.

Not-Promoted/Nonpromotion - The retaining of a student in his/her current grade at the end of the regular school term based on lack of achievement.

Non-Public Nursery School – Pre-school programs with an “education” focus for 3 and 4 year olds; approved or exempted by the MSDE; usually part-day, nine months a year.

Nonpublic School - A school that holds a Certificate of Approval from the State Board of Education to operate or a school that is registered with the Department as exempt from education regulation because it is governed and operated by a bona fide church organization. It is not a school approved under COMAR 13A.09.10 to provide special education and related services.

Non-Traditional Graduate - A student who leaves school (terminates/withdraws) but completes a high school equivalency through an alternative route (e.g., GED). This includes all individuals in a given year receiving a high school equivalency, regardless of age. This does not include any student who is a Maryland high school graduate.

Original Entry - A student who for the first time in the United States or its outlying areas enters any public or nonpublic elementary or secondary school.

Out of School Suspension – A short term suspension or an extended suspension outside of the school building.

Parent or Guardian - This term includes a natural parent, education guardian, parent surrogate, foster parent, court appointed attorney, or court-appointed special advocate acting on behalf of the child in State-supervised care, or individual acting as a parent in the absence of a parent or guardian. A LSS may presume that either parent of the student has authority to inspect and review the education records of the student unless the LSS has been provided with a copy of a court order or legally binding instrument, such as a separation agreement (or the relevant parts of the document), that provides that the non-custodial parent may not have access to the student's education records.

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Parenting Withdrawal (W44) - A valid withdrawal code used when a student 16 years of age or older is a parent and leaves a regular or alternative educational program due to his/her responsibilities for child care and rearing of his/her child(ren).

Percentage of Attendance - The average daily attendance during a given reporting period divided by the average daily membership for the same period, expressed as a percentage; or the aggregate days attendance divided by the aggregate days membership, expressed as a percentage.

Percentage of Change in Membership from Previous Year - The change of membership from a given date in one year to a corresponding date the following year, divided by the membership as of the first date, expressed as a percentage.

Percentage of Students in Nonpublic Schools - The number of students of a given age group or type of instructional organization entered in nonpublic school, divided by the total number of students in this age group or type of instructional organization entered in all schools, expressed as a percentage.

Percentage of Students Withdrawing by Type of Withdrawal - The number of students withdrawing from school during a given regular school term in each of the categories of withdrawal, divided by the total number of students withdrawing, expressed as a percentage.

Percentage of Students Not Promoted - The number of students who, at the close of a given reporting period (usually a regular school term), are not promoted, divided by the membership at the close of the period, expressed as a percentage.

Percentage of Students Promoted - The number of students promoted during or at the close of a given reporting period (usually a regular school term), divided by the membership at the close of the period, expressed as a percentage.

Persistently Dangerous School - A school in which each year for 3 consecutive school years, the total number of student suspensions for more than 10 days or expulsions for one or more of nine identified (COMAR 13A.08.01.18) offenses equals 2 ½ percent or more of the total number of students enrolled in the school.

Pregnancy Withdrawal (W71) - A valid withdrawal code used when a married or unmarried student 16 years of age or older leaves school due to pregnancy, as certified by a physician, and refuses to enroll in a regular or alternative education program as provided in COMAR 13A.08.01.06.

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Prekindergarten – Public school prekindergarten education for four-year-old children. Administration by local boards of education and regulated by the Maryland State Department of Education (MSDE).

Prekindergarten Class - A group or class organized to provide educational experiences for children during the year or years preceding kindergarten, which are a part of the elementary school program and are under the direction of a professionally qualified teacher. A prekindergarten class may be organized as a grade of an elementary school as a part of a qualified vendor (i.e. state or nationally accredited child care center or a non-public school approved by MSDE.)

Prekindergarten Student - For the purpose of the September 30 membership report, all students age 0 through 4, as of September 1 in school year 2005-06, including both regular and special education placement students are considered prekindergarten students.

Principal - A staff member performing the assigned activities of the administrative head of a school (not school district) to whom has been delegated major responsibility for the coordination and direction of the activities of the school.

Private School - *See* Nonpublic School

Promoted/Promotion - An advancement of a student to a higher grade or instructional level.

Proof of Residence - Established by the local jurisdiction procedure and may include deed, lease, utility bill, affidavit, etc.

Public Record - A record that by law, regulation, or custom is generally available to the public at large.

Public School - A school operated by publicly elected or appointed school officials in which the program and activities are under the control of these officials and which is supported primarily by public funds.

Pupil - *See* Student

Pupil-Teacher Ratio - The number of students in membership, as of a given date, divided by the number representing the total full-time equivalency of classroom teaching assignments serving these students on the same date.

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Pupil Personnel Worker - A professional member of the pupil services team whose responsibilities include, but are not limited to, developing, coordinating, and implementing programs and services for students in grades prekindergarten through grade 12 who are experiencing educational difficulties in areas related to attendance, academic success, and behavior. The pupil personnel worker, currently and traditionally, has responsibilities including, but not limited to, prevention programs and services, student appraisal, case management, educational placement, staff development, and crisis intervention.

Racial/Ethnic Group - Student record card item. The designation used by the Office for Civil Rights. A student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging to. However, no person should be counted in more than one racial/ethnic group. Designations include: American Indian or Alaskan Native, Asian or Pacific Islander, Black not of Hispanic origin, White not of Hispanic origin, and Hispanic.

Re-entry - A student who previously entered any class in the same elementary or secondary school or in any other school in the United States or its outlying areas; or a student who re-enters a school following a withdrawal for whatever reason prior to the current August/September-June reporting period.

Regular Instruction Schools - All schools not described as vocational-technical or special education schools.

Regular School Term - That school term which begins usually in the late summer or early fall and ends in the spring. A regular school term may be interrupted by one or more vacation periods.

Relationship to Student - Student record card item. The relationship of the responsible adult at the student's address. Natural father or mother; stepfather or stepmother; guardian; foster father or foster mother, etc.

Reporting Period - A period of time for which a report is prepared (e.g., a calendar year, school year, regular school term, summer school term, semester, or marking period).

Responsible Adult at Student's Address - Student record card item. The name of the adult responsible for the student at the household in which the student resides.

School - A division of the school system consisting of students comprising one or more grade groups or other identifiable groups, organized as one unit with one or more teachers to give instruction of a defined type, and housed in one or more buildings. More than one school may be housed in one school building, as is the case when elementary and secondary schools are housed in the same school facility. In this instance, each school must have a separate principal in order to be considered separate schools.

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School Counselor - A professional member of the Student Services Team whose responsibilities include, but are not limited to, providing a prekindergarten through grade 12 developmental program which includes facilitating the academic, career, and interpersonal growth of all students; conducting individual and group counseling sessions on a variety of topics; consulting with other school staff, parents, the community, and agencies; conducting appraisal/assessment activities; and managing information relevant to student needs and progress. Frequently the counselor also handles crisis prevention/intervention/ postvention and parent and staff training activities.

School Name - Student record card item. The official name of the school in which the student is enrolled.

School Number - Student record card item. The four-digit number assigned to the school building. Numbers are assigned by each LSS and reported to the Maryland State Department of Education. The number is defined as the school in which the student is enrolled.

School Psychologist - A professional member of the Pupil Services team who identifies special psychological needs of students through consultation, observation, and other psychoeducational techniques. The school psychologist consults with school personnel and parents in planning, implementing, and evaluating school programs and interventions, including counseling, which prevent or remediate education, emotional, or behavioral problems of individual and groups of students.

School Year - Student record card item. The regular August/September-June school year. For students with disabilities, the school year is defined as within the time frame of July 1 – June 30 and is to be consistent with the Individualized Education Program (IEP).

School in Improvement: School designated for improvement that has not made AYP in reading, mathematics, or as applicable in the attendance rate or in the graduation rate for 2 consecutive years.

Secondary School - A school comprising any span of grades beginning with the next grade following an elementary or middle school and ending with or below grade 12.

Self-Contained Class - A class having the same teacher or team of teachers for all or most of the daily session.

Senior High School - A secondary school offering the final years of high school work necessary for graduation and invariably preceded by a junior high or middle school.

Special Case Withdrawal (W42) - A valid withdrawal code used for students under 16 years of age for reasons other than those specified in the Student Records Manual, with the superintendent's approval.

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Separate Day School - A school with a program designed for and predominantly attended by students with disabilities: physical, emotional, and cognitive.

Standardized Test - A test composed of a systematic sampling of behavior, having data on reliability and validity, administered and scored according to specific instructions, and capable of being interpreted in terms of adequate norms.

State Aid for Education - Any grant made by a state government for the support of education.

State Board of Education - The legally constituted body which is the head of the Maryland State Department of Education, having the general control and supervision of public elementary and secondary education in the State.

State Department of Education - A principal department of State government which has authority over matters of elementary and secondary education that affect the State and the general care and supervision of public elementary and secondary education.

State Education Agency (SEA) - The organization established by law for the primary purpose of carrying out at least a part of the educational responsibilities of the state. It is characterized by having statewide jurisdiction and may be composed of a state board, chief executive officer, and staff. Some state education agencies may lack one or two of these elements, but in any case there must be either a board or chief executive officer. The term "commission" is sometimes used synonymously with "board." (e.g., State Department of Education)

Student - any person who is attending or has attended an educational institution and with respect to whom that institution maintains education records or personally identifiable information. The term does not include a person who has not been in attendance at the institution.

Student Number - The number assigned to a student prekindergarten to grade 12 by the LSS for identification and recordkeeping purposes. Normally only one number need be used for identification. *(If a student transfers to another school within your jurisdiction, the student identification number must remain the same.)*

Student Record - Records directly related to a student and maintained by a LSS, institution, or by a party acting for the agency or institution. See COMAR 13A.08.02.03C.

Student Record Cards (SR Cards) - The record system prescribed by the state to assure that accurate and comparable data are maintained for each student prekindergarten to grade 12 in Maryland.

GLOSSARY OF TERMS USED IN THE MARYLAND STUDENT RECORDS MANUAL

Student Services Programs - The Student Services Program coordinates with quality instructional programs by assisting each student toward optimal health, personal, interpersonal, academic, and career development in order that the student may graduate and become a contributing member of society. The use of a team approach to provide systematic and coordinated programs and services is important in the delivery of this program. The goal of the Student Services Program is to support the total educational experience, thus, assuring all students the opportunity to develop skills essential for successful learning, emotional/social growth, and employment.

Student's Address - Student record card item. The number of the residence, name of the street, town, or city, state, zip code, and apartment number, if applicable, where the student resides. If the area is rural or a small town, a description of the location may augment a mailing address, particularly when a post office box is used as part of the address.

Subject - Student record card item. The list of titles of the subjects the student is taking in the same sequence in which they appear in the left column of the card.

Summer School - The name usually applied to the school session carried on during the period between the end of the regular school term and the beginning of the next regular school term.

Superintendent of Schools - A staff member who is the chief executive officer of a school system.

Suspension (Short-term) - The exclusion of a student from school for up to but not more than ten school days for disciplinary reasons by the school principal, with notice to the parent or guardian that a conference will be necessary before the student may return to classes. Before any case of short-term suspension, a student "shall receive oral or written notice of the charges against him or her. If the student denies the charges, the student has the right to an explanation of the evidence supporting the charges and an opportunity to present the student's side of the story...". COMAR 13A.08.01.11

Suspension (Extended) - The temporary exclusion of a student from school for a specified period of time longer than 10 school days for disciplinary reasons by the local superintendent or the local superintendent's designee. COMAR 13A.08.01.11B(3)

Tardiness - Absence of a student at the time a given class and/or half day of attendance begins, provided that the student is in attendance before the close of that class or half day.

Teacher - Classroom teachers are staff members who perform professional activities related to instructing students in classroom situations in grades prekindergarten through 12. Other teachers are staff members who perform the professional activities related to instructing students in situations other than classrooms, such as Driver's Education, Radio and TV, Home and Hospital, etc.

GLOSSARY OF TERMS USED IN THE MARYLAND STUDENT RECORDS MANUAL

Transcript – A locally- developed form on which student grades and credits are recorded; often sent to colleges and employers as a summary of a student’s achievement in high school.

Transfer - Leaving one class, grade, part-time program, or school and moving to another class, grade, part-time program, or school.

Transfer Student - A student who severs his/her connection with a class, grade, part-time program, or school in order to transfer to another class, grade, part-time program, or school. This includes students who transfer or are promoted from an elementary school to a secondary school or from a junior high school to a senior high school.

Truancy - The failure of a student to attend school regularly as required by law, without lawful cause for absence.

Truant - A student who is absent without lawful cause as defined in COMAR 13A.08.01.03 from attendance for a school day or portion thereof.

Under Compulsory Age - A term describing a child who has not yet reached the compulsory school attendance age. This information is maintained where required by law or regulation for school census or other purposes.

Unlawful Absence - An absence, including absence for any portion of the day, for any reason other than those cited as lawful is presumed to be unlawful and may constitute truancy. Local school systems may add specified criteria for unlawful absences to local board-approved attendance policies.

Variable Progress - Student record card item. Promotions based on the practice of grouping in which individual promotions are based on a number of factors including not only changes in chronological age, intellectual development, and achievement, but physical, social, and emotional factors. May be used in ungraded situations.

Vocational-Technical School - A separately organized and administered school that offers education and training in one or more semi-skilled, skilled, or technical occupations. High schools that offer training as part of their program but do not meet the above qualification are not to be considered as vocational-technical schools.

Whereabouts Unknown Withdrawal (W50) - A valid withdrawal code used when a student, grade prekindergarten to 12, is not known to have enrolled (on the basis of transcript request or other information) in another school or whose whereabouts is unknown as documented by an appropriate school official; a student who is a runaway as documented by an appropriate governmental agency (e.g., Juvenile Services); a student who is known or suspected to be

GLOSSARY OF TERMS USED IN THE MARYLAND STUDENT RECORDS MANUAL

White (not of Hispanic origin) - A racial/ethnic classification designated by the Office of Civil Rights. A student having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Withdrawal - (1) A student who has withdrawn from membership in a class, grade, or school by transferring, by completing school work, by dropping out, or because of death. (2) Student record card item. The status type and date as recorded in the Pupil Attendance Register or comparable source. Codes are printed in the bottom portion of the card.

Withdrawing - Leaving a class, grade, or school by transferring, by completing school work, by dropping out, or because of death.

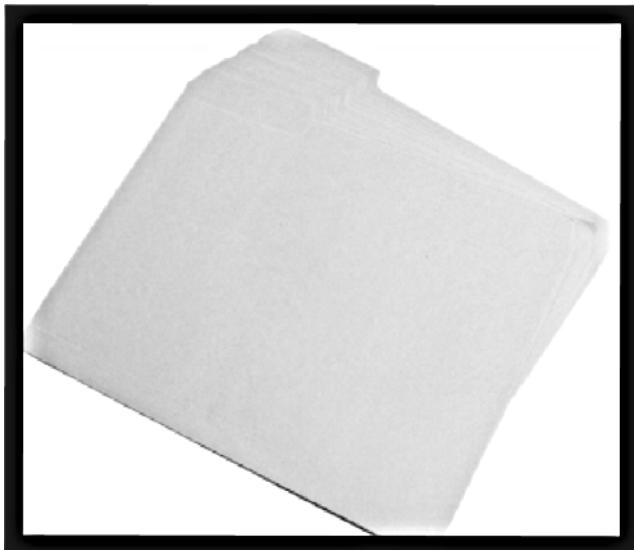
Work-Study Program - A school program designed to provide employment for students who could not continue in school without the financial support provided through a job. The employment may or may not be curriculum related. (Cooperative Programs provide work experiences specifically related to the student's instructional program). The student's on-the-job-training is an integral part of his/her total school curriculum.

Primary Sources:

Code of Maryland Regulations, Title 13A. State Board of Education

Combined Glossary - Terms and Definitions from the Handbooks of the State Educational Records and Reports Series, National Center for Education Statistics, U.S. Department of Education

Appendix



PERSONAL DATA

STUDENT RECORD
CARD 1 SIDE 1
Maryland State
Department of Education
Rev. 12/05

Legal Name	ID #	Sex of Student Male Female	Race American Indian or Alaskan Native Asian/Pacific Islander African American White Hispanic	Birth Date: Month	Day	Year	Evidence of Birth Verified (Name/Title/Date):
(For secondary students only) F-1 Immigration Status _____ Proof of Residency ____ (Include a copy of documents) List languages spoken in the home: _____ _____						Evidence of Birth (check all that apply) Birth Certificate Passport/Visa Physician's Certificate Baptism/Church Cert.	
						Hospital Certificate Parent's Affidavit Birth Registration Other _____	

1 Date: Month Day Year Student Address Responsible Adult for Student at Address Relationship to Student Parent/Guardian (if other than responsible adult above) Name: Relationship: Address: Phone:	For Local Use	4 Date: Month Day Year Student Address Responsible Adult for Student at Address Relationship to Student Parent/Guardian (if other than responsible adult above) Name: Relationship: Address: Phone:
2 Date: Month Day Year Student Address Responsible Adult for Student at Address Relationship to Student Parent/Guardian (if other than responsible adult above) Name: Relationship: Address: Phone:		5 Date: Month Day Year Student Address Responsible Adult for Student at Address Relationship to Student Parent/Guardian (if other than responsible adult above) Name: Relationship: Address: Phone:
3 Date: Month Day Year Student Address Responsible Adult for Student at Address Relationship to Student Parent/Guardian (if other than responsible adult above) Name: Relationship: Address: Phone:		6 Date: Month Day Year Student Address Responsible Adult for Student at Address Relationship to Student Parent/Guardian (if other than responsible adult above) Name: Relationship: Address: Phone:

SCHOOL ATTENDANCE INFORMATION

STUDENT RECORD
CARD 1 SIDE 2
Maryland State
Department of Education
Rev. 12/05

Legal Name _____ **ID #** _____ **Birth Date:** **Month** **Day** **Year**

Year	Grade	LSS No.	School Name	Days		Entry				Withdrawal/Completion			
				Abs	Pres.	Code	Month	Day	From	Code	Month	Day	To

Entry Status

R - First Entry Into Any School
E - Transferring from Another School
N - Re-entry
 06-involuntary withdrawal-current
 reporting period
 07-voluntary withdrawal-current
 reporting period

Withdrawal Status

T - Transfer to Another School
W - Terminated Formal Education
C - Completed High School Program

Entry/Transfer Codes

01 - First Entry
02 - Continuing
08 - Re-entry - involuntary w/d
09 - Re-entry - voluntary w/d
10 - Same LSS
13 - MD public school
14 - US public school
15 - Local nonpublic school
16 - MD nonpublic school
17 - US nonpublic school
18 - Foreign School
21 - Evening High School
22 - MD institution
24 - Home Schooling
25 - Schools in Improvement
26 - Unsafe School Choice
27 - Homeless

Termination Codes

30 - Illness
31 - Academic
32 - Discipline
33 - Lack of Interest
34 - Employment
35 - Marriage
36 - Military Service
38 - Court Action
39 - Economic Reasons
40 - Expulsion (under 16)
41 - Immaturity
42 - Special Case
43 - Death
44 - Parenting
46 - Expulsion (16 & over)
50 - Whereabouts Unknown
71 - Pregnancy

Completion of High School Program

60 - High School Diploma
62 - Maryland High School Certificate
70 - Early College Admission

ANNUAL SCHOOL PERFORMANCE DATA SUMMARY

GRADE LEVELS Prekindergarten - 8

STUDENT RECORD
CARD 2 SIDE 1
Maryland State
Department of Education
Rev. 12/05

Legal Name _____ ID # _____ Birth Date: Month _____ Day _____ Year _____

Prek & Kgn Only	School Year					Early Care and Education Experience Prior to Kindergarten <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Head Start <input type="checkbox"/> Prekindergarten <input type="checkbox"/> Home/Informal Care <input type="checkbox"/> Child Care Center <input type="checkbox"/> Family Child Care </div> <div> <input type="checkbox"/> Parents As Teachers <input type="checkbox"/> Nonpublic Nursery School <input type="checkbox"/> Even Start <input type="checkbox"/> HIPPY </div> </div>			
	School Name								
	Grade Level								
	Prom./Not Prom.								
	Personal and Social Development								
	Mathematical Thinking								
	Language and Literacy								
	Scientific Thinking								
	Social Studies								
	Arts								
Physical Development									
School Year									
School Name									
Grade Level									
Prom./Not Prom.									
Language Arts Spelling Handwriting Oral Communication Written Communication Literature									
Reading/Level									
Social Studies									
Science									
Mathematics/Level									
Physical Education									
Fine Arts									
Family & Consumer Sciences									
Technology Education									
Integrated Mathematics									
Integrated Science									
Health Education									
Service Learning Hours									

[illegible][illegible][illegible][illegible][illegible]

Grade	Number of Hours
6	
7	
8	
Total	

High School Credit Courses			
Subject	Grade	Credit	HSA <input checked="" type="checkbox"/> if passed

ANNUAL SECONDARY SCHOOL PERFORMANCE DATA SUMMARY
GRADE LEVELS 9-12

STUDENT RECORD
CARD 3 SIDE 1
Maryland State
Department of Education
Rev. 12/05

Legal Name ID # Birth Date: Month Day Year

Graduation Credit Requirements

CREDITS	7	8	9	10	11	12	Total
English (4)							
Mathematics (1)							
Algebra (1)							
Geometry (1)							
Science (2)							
Biology (1)							
World History (1)							
Government (1)							
American History (1)							
Physical Education							
Health (1/2)							
Fine Arts (1)							
Technology Ed. (1)							
Foreign Language(2)							
Advanced Tech Ed (2)							
State Approved CTE Program							
Other							
Total							
Service Learning (hours)- Include all hours earned.							

School Year __/__/__ Grade Level ____		
School _____		
Name _____		
Subject	Final Grade	Credits Earned

School Year __/__/__ Grade Level ____		
School _____		
Name _____		
Subject	Final Grade	Credits Earned

School Year __/__/__ Grade Level ____		
School _____		
Name _____		
Subject	Final Grade	Credits Earned

School Year __/__/__ Grade Level ____		
School _____		
Name _____		
Subject	Final Grade	Credits Earned

School Year __/__/__ Grade Level ____		
School _____		
Name _____		
Subject	Final Grade	Credits Earned

Grade Point Average (GPA) _____ on a _____ scale.
Ranked _____ out of _____ students in the class.

**ANNUAL SECONDARY SCHOOL PERFORMANCE DATA SUMMARY
GRADE LEVELS 9-12**

**STUDENT RECORD
CARD 3 SIDE 2
Maryland State
Department of Education
Rev. 12/05**

Legal Name _____ **ID#** _____ **Birth Date: Month** _____ **Day** _____ **Year** _____

MARYLAND HIGH SCHOOL ASSESSMENTS (HSA)

Combined Score Required:

1602

Requirement met: ☐ Date (when met) _____

HSA EXAM

HIGHEST SCALED SCORE EARNED

English ☐ _____
Biology ☐ _____
Government ☐ _____
Algebra/Data Analysis ☐ _____
Combined Score ☐ _____

**MARYLAND HIGH SCHOOL ASSESSMENTS
LOCAL SCHOOL SYSTEM LABEL FINAL HSA SCORES**

**Local School System
Label**

School Year __/__/__ Grade Level _____		
School _____		
Name _____		
Subject	Final Grade	Credits Earned

School Year __/__/__ Grade Level _____		
School _____		
Name _____		
Subject	Final Grade	Credits Earned

Diploma ____ Certificate ____ Date of Completion __/__/____	
School Name	
School Address	Phone No.
Signature of Principal or Designee	Date

ANNUAL SECONDARY SCHOOL PERFORMANCE DATA SUMMARY
GRADE LEVELS 7-12
SUPPLEMENTAL (OPTIONAL) CARD


STUDENT RECORD
CARD 3 A SIDE 1
Maryland State
Department of Education
Rev. 12/05

Legal Name ID # Birth Date: Month Day Year

Additional Test Results

STUDENT RECORD
CARD 3 A SIDE 2
Maryland State
Department of Education
Rev. 12/05

Test Results Outside of Local System (AP, SAT, PSAT)



HIGH SCHOOL ASSESSMENT PERFORMANCE DATA SUMMARY
Maryland High School Assessment

STUDENT RECORD
3B
Maryland State Department of Education
Rev 12/05

Legal Name _____ ID# _____ Birth Date: Month _____ Day _____ Year _____.

Maryland
High School Assessment

*Adhere sticker or complete
information*

LEA _____ Test Date _____

School _____

Verified by _____

Content	Student Scale Score	Passing Scale Score	Minimum Scale Score
Algebra/Data Analysis		412	402
Biology		400	391
English		396	386
Government		394	387
Combined		1602	

Maryland
High School Assessment

*Adhere sticker or complete
information*

LEA _____ Test Date _____

School _____

Verified by _____

Content	Student Scale Score	Passing Scale Score	Minimum Scale Score
Algebra/Data Analysis		412	402
Biology		400	391
English		396	386
Government		394	387
Combined		1602	

Maryland
High School Assessment

*Adhere sticker or complete
information*

LEA _____ Test Date _____

School _____

Verified by _____

Content	Student Scale Score	Passing Scale Score	Minimum Scale Score
Algebra/Data Analysis		412	402
Biology		400	391
English		396	386
Government		394	387
Combined		1602	

Maryland
High School Assessment

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information*

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School _____

Verified by _____

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Algebra/Data Analysis		412	402
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Combined		1602	

Maryland
High School Assessment

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School _____

Verified by _____

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Maryland
High School Assessment

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HIGH SCHOOL ASSESSMENT PERFORMANCE DATA SUMMARY
Maryland High School Assessment

STUDENT RECORD
3B
Maryland State Department of Education
Rev 12/05

Legal Name _____ ID# _____ Birth Date: Month _____ Day _____ Year _____.

Maryland
High School Assessment

Adhere sticker or complete
information

LEA _____ Test Date _____
School _____
Verified by _____

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Maryland
High School Assessment

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School _____
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High School Assessment

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High School Assessment

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School _____
Verified by _____

Content	Student Scale Score	Passing Scale Score	Minimum Scale Score
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Government		394	387
Combined		1602	


TEST INFORMATION

STATE MANDATED TESTING

STUDENT RECORD
CARD 4 SIDE 1
Maryland State
Department of Education
Rev. 12/05

Legal Name	ID #	Birth Date: Month	Day	Year
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Maryland School Assessments and Alternate Maryland School Assessments



TEST INFORMATION

STUDENT RECORD
CARD 4 SIDE 2
Maryland State
Department of Education
Rev. 12/05

Legal NameID #Birth Date: Month Day Year

Local School System Testing

HEALTH SCREENING

STUDENT RECORD
CARD 5 SIDE 1
Maryland State
Department of Education
Rev. 12/05

Legal Name _____ ID# _____ Birth Date: Month _____ Day _____ Year _____

IDENTIFIED HEALTH CONCERNS: _____ ☐ 504

ALLERGIC TO: _____ ☐

IMPORTANT: Maryland Immunization Certificate, Form DHMH 896, or copy of a computer generated immunization record, is to be filed in student's record.

VISION SCREENING

Date	Gr.	P	F	Date Parent Notified	OPTIONAL						Color	Comments* (include date, signature and title)
					No Glasses		With Glasses		Muscle Balance			
					R	L	R	L	Far	Near		

HEARING SCREENINGS

Date	Gr.	P	F	Date Parent Notified	Hearing		Comments
					R	L	

ROUTINE PHYSICAL EXAM

Date	Gr.	Follow-up Needed	
		Yes	No

ROUTINE DENTAL EXAM

Date	Gr.	Follow-up Needed	
		Yes	No

Other Health Tests/Evaluation or Hospitalization

Date	Gr.	Comments

**ADDITIONAL INFORMATION ON STUDENT'S HEALTH
(WHEN APPROPRIATE)**

STUDENT RECORD
CARD 5 SIDE 2
Maryland State
Department of Education
Rev. 12/05

Legal Name	ID#	Birth Date: Month	Day	Year
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[illegible]

MARYLAND STUDENT WITHDRAWAL/TRANSFER RECORD

(To be completed when a student is moving from one school to another)

STUDENT RECORD
CARD 7
Maryland State
Department of Education
Rev. 12/05

Name and Address - Sending School		This record is to be completed, for the current school-year, by the sending school and hand-carried by the parent/guardian of the transferring student, faxed, mailed, or sent electronically immediately. The information is intended to facilitate initial instructional placement prior to receipt of official school records. This form is not intended to replace the registration process nor substitute for standard enrollment forms of the local school system. Official records will be sent upon request of the receiving school.			
School Office Phone Numbers	Student's Legal Name	Parent/Guardian Name:	Date of Birth (month/day/year)	Withdrawal Date (month/day/year)	Grade in School
Fax Number:	Student ID:	First MI Last			
Is student in compliance with Maryland immunization requirements? Yes ____ No ____ DHMH 896, or a copy of computer generated record, must be attached Does the student require any special health consideration? Yes ____ No ____ (i.e., medication, allergies, etc.) If yes, please list:		Is student receiving any of the following services? Yes ____ No ____ (if yes, attach copy of current IEP) Special Education Yes ____ No ____ (if yes, attach copy of current IEP) Related Services Yes ____ No ____ (if yes, attach copy of current 504) 504 Yes ____ No ____ ELL Yes ____ No ____ Gifted and talented/honors program Yes ____ No ____ Other supplemental programs Yes ____ No ____ (if yes, attach description)			

CURRENT INSTRUCTIONAL PROGRAM			
Subject	Elementary: Enter Text Title and Level Secondary: Enter Course Title	Grades for Current Marking Period*	Comments (include special program/services, integrated programs, text series, instructional level, etc.)
Reading			
English/Language Arts			
Social Studies			
Science			
Mathematics			
Foreign Language			
Physical Education/Health			
Art			
Music			
Technology Education			
Career & Technology Education			

*Attach the most recent report card and grading scale. If grade scale is other than A-D=Passing, E/F=Fail, provide key

Disciplinary Status as of Withdrawal Date: Is student not attending school due to disciplinary action? Yes ____ No ____ Current School Year Attendance ____ Days Present ____ Days Absent as of (date) _____	Graduation Requirements: HSA-Check if completed Service Learning English ____ Number of Hours Completed _____ Algebra ____ Government ____ Biology ____
---	---

Contact person for additional student information: Name/Title _____ Phone Number _____
Certifying Signature of School Principal or Designee/Title _____ Phone Number _____